
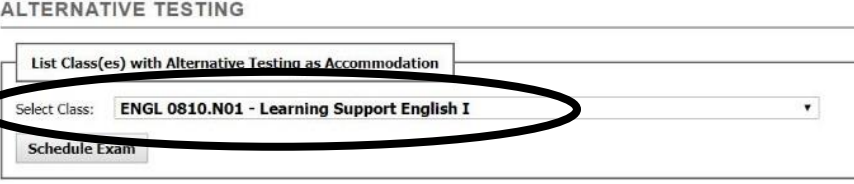
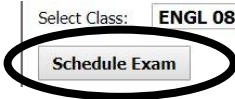
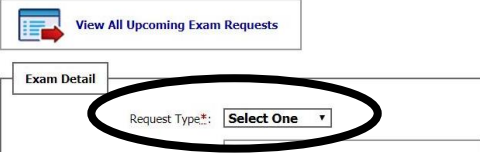
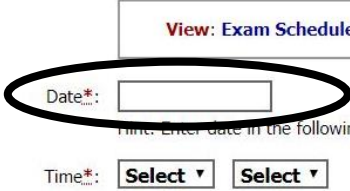

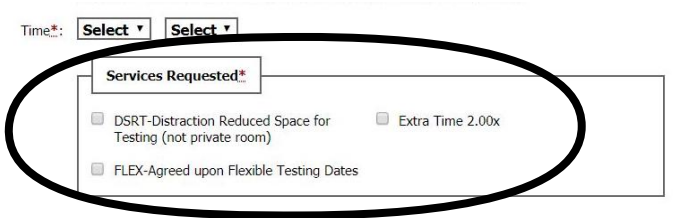


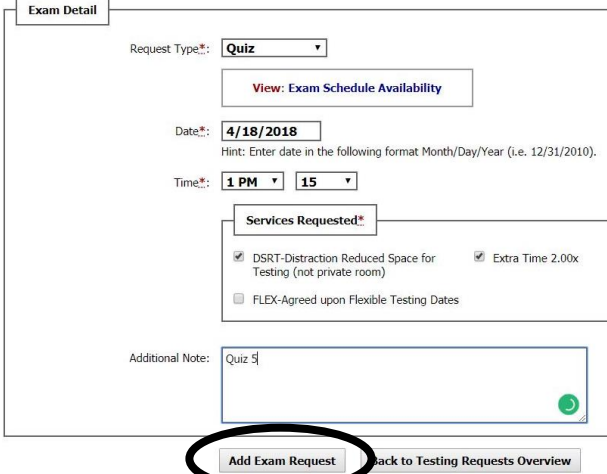
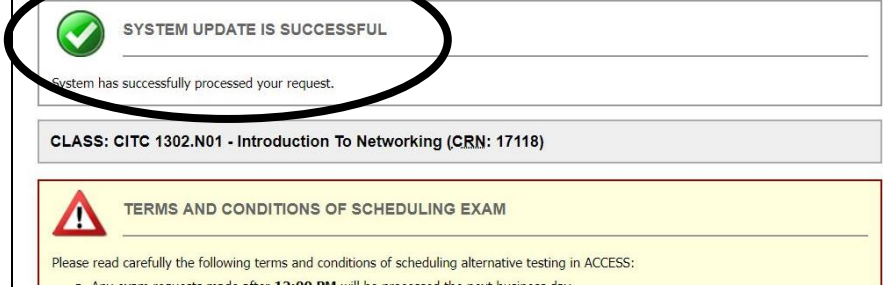


AIM

How To Schedule an Exam

<p>1. After you sign into AIM, click on Alternative Testing under My Accommodations on the left.</p>	 <p>The screenshot shows a dropdown menu titled "My Accommodations" with the following options: Information Release Consents, My Eligibility, List Accommodations, Alternative Testing (circled), and Alternative Formats.</p>
<p>2. Select the class from the drop down menu.</p>	 <p>The screenshot shows the "ALTERNATIVE TESTING" section with a heading "List Class(es) with Alternative Testing as Accommodation". Below it is a dropdown menu for "Select Class:" with "ENGL 0810.N01 - Learning Support English I" selected and circled. A "Schedule Exam" button is visible below the dropdown.</p>
<p>3. Click the Schedule Exam button.</p>	 <p>The screenshot shows the "Schedule Exam" button circled, located below the "Select Class:" dropdown.</p>
<p>4. Select the exam type from the Request Type: list.</p>	 <p>The screenshot shows the "Request Type:" dropdown menu circled, with "Select One" selected. Above it is a "View All Upcoming Exam Requests" button.</p>
<p>5. Type the date in MM/DD/YYYY format. The exam date must be two full business days in advance.</p>	 <p>The screenshot shows the "Date*" input field circled. Below it is a hint: "Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010)." and two "Time*" dropdown menus. Below the input fields is the text: "Exam requests after 4pm are processed the next business day".</p>
<p>6. Select the time to begin the test. The first menu lists the hour and the second menu lists the minutes.</p>	 <p>The screenshot shows the two "Time*" dropdown menus circled. Above them is a hint: "Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010)." Below the dropdowns is the text: "NOTE: Exams can only be scheduled between 8AM and 4:30PM. Choosing other times listed will result in an error and the exam will NOT be scheduled."</p>
<p>7. Click check boxes in Services Requested to select accommodations.</p>	 <p>The screenshot shows the "Services Requested*" section with three checkboxes circled: "DSRT-Distraction Reduced Space for Testing (not private room)", "Extra Time 2.00x", and "FLEX-Agreed upon Flexible Testing Dates".</p>

AIM

How To Schedule an Exam

<p>8. Additional Notes REQUIRED ✓ Test Number</p>	<p>We cannot coordinate with the Testing Center without this information.</p> <p>Additional Note: <input type="text"/></p> <p>Add Exam Request Back to Testing Requests Overview</p>
<p>9. When you are finished, the Exam Detail form should have information all areas.</p> <p>10. Click on the Add Exam Request button.</p>	 <p>Exam Detail</p> <p>Request Type: Quiz</p> <p>View: Exam Schedule Availability</p> <p>Date: 4/18/2018 Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).</p> <p>Time: 1 PM 15</p> <p>Services Requested:</p> <p><input checked="" type="checkbox"/> DSRT-Distraction Reduced Space for Testing (not private room) <input checked="" type="checkbox"/> Extra Time 2.00x</p> <p><input type="checkbox"/> FLEX-Agreed upon Flexible Testing Dates</p> <p>Additional Note: Quiz 5</p> <p>Add Exam Request Back to Testing Requests Overview</p>
<p>11. When the exam information is accepted by AIM, a SYSTEM UPDATE IS SUCCESSFUL message will be displayed.</p>	 <p> SYSTEM UPDATE IS SUCCESSFUL</p> <p>System has successfully processed your request.</p> <p>CLASS: CITC 1302.N01 - Introduction To Networking (CRN: 17118)</p> <p> TERMS AND CONDITIONS OF SCHEDULING EXAM</p> <p>Please read carefully the following terms and conditions of scheduling alternative testing in ACCESS:</p>
<p>NOTE: If there are problems with the exam request, the system displays a message showing what needs attention. Your test will not be scheduled if you get an error message.</p> <p>**Speak to your professor about this appointment**</p>	