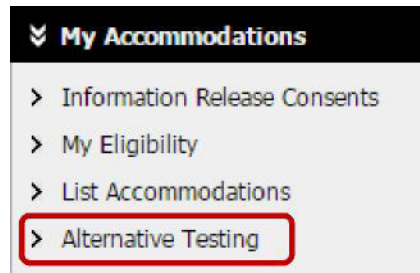


Scheduling Exams through your ARC (AIM) Portal (replaces Scheduling Exams liin

If you have been approved for alternative testing accommodations (i.e. extended time, minimal distraction room, text-to-speech software, etc.), you will be able to schedule your tests through your AIM portal. Follow the step-by-step instructions below:

- **Note:** When you want to take a test with accommodations, you must make a request in the ARC Accessibility Services AIM portal a minimum of 3 **business** days in advance for a regular test and 5 **business** days before a final exam.
1. Log into your AIM portal – usually your username is your F00#
 2. Click on “**Alternative Testing**” in the “**My Accommodations**” menu in the left-hand column.



3. Select the course from the drop-down menu for which you are requesting to utilize your testing accommodations and click on “**Schedule an Exam**”.

Alternative Testing Contract(s)

Below is the list of all alternative testing contract(s) submitted through the system. If you cancel a alternative testing contract and you would like to re-activate the contract, please contact our office.

Select Class: **Select One** ▼

Schedule an Exam View Alternative Testing Detail

4. Complete the “Exam Detail” section

Exam Detail

Request Type*: **Select One** ▼

[View: Exam Schedule Availability](#)

Date*:
Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010).

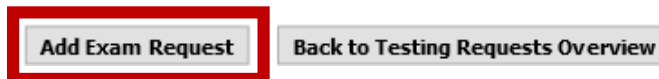
Time*: **Select** ▼ **Select** ▼

Services Requested*

Extra Time 1.50x Minimum Distraction Room

Additional Note:

5. Once you have completed the “Exam Detail” section, click on the “Add Exam Request” button to complete the request.



Frequently Asked Questions:

[Can I see all of the tests for which I have requested my accommodations?](#)

Yes, you can! When you log into the AIM portal, click on “Alternative Testing” in the “My Accommodations” menu on the left. You will be taken to the Alternative Testing page and be able to see all of your upcoming requests for the current term. All requests are approved by the Testing Center Coordinator.

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM	
DISNEY 101.001 - Intro To Disney	View Other Exams
Exam - Monday, September 26, 2016 at 07:30 AM	Modify Request Cancel Request
Status: Processing	
Request Entered on Wednesday, September 21, 2016 at 08:51:25 AM	
DISNEY 101.001 - Intro To Disney	View Other Exams
Exam - Monday, September 26, 2016 at 09:00 AM	Modify Request Cancel Request
Status: Approved Location: TBD	
Request Entered on Wednesday, September 21, 2016 at 08:36:40 AM	

Can I modify a request to utilize my testing accommodations for a particular test?

You can modify the date and time of a request to utilize your testing accommodations. You will log into AIM and go to “Alternative Testing” as per previous instructions. Find the test you want to modify and click on blue “Modify Request” button on the right.

DISNEY 101.001 - Intro To Disney	View Other Exams
Exam - Monday, September 26, 2016 at 09:00 AM	Modify Request Cancel Request
Status: Approved Location: TBD	
Request Entered on Wednesday, September 21, 2016 at 08:36:40 AM	

After you make your changes, please provide a reason for the change in the “Additional Notes” box.

TERMS AND CONDITIONS OF MODIFYING EXAM
Please be aware that modifications to exams require approval from the Testing Center.

Exam Detail

Request Type*: **Exam** [View: Exam Schedule Availability](#)

Date*: **10/26/2016**
Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010).

Time*: **9 AM** **00**

Services Requested*

Extra Time 1.50x Minimum Distraction Room

Additional Note / Reason to Modify*: My professor changed the date of the exam from 10/24/2016 to 10/26/2016.

[Update Exam Request](#) [Back to Testing Requests Overview](#)

How do I cancel a request to utilize my testing accommodations?

You can cancel a request to utilize your testing accommodations. You will log into AIM and go to “Alternative Testing” as per previous instructions. Find the test you want to modify and click on the red “Cancel Request” button on the right. You will need to confirm your cancellation by clicking on the “Confirm Cancellation” button.

DISNEY 101.001 - Intro To Disney	View Other Exams
Exam - Monday, September 26, 2016 at 09:00 AM	Modify Request Cancel Request
Status: Approved Location: TBD	
Request Entered on Wednesday, September 21, 2016 at 08:36:40 AM	