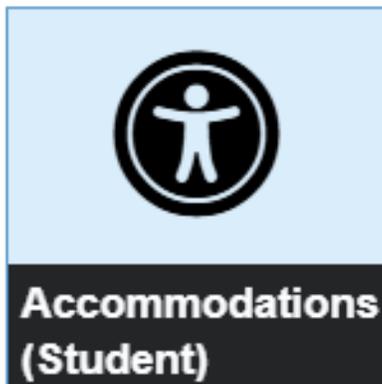**Disability & Testing Services**

How to Schedule Exams in AIM v5

Important Note: These directions are only applicable if you are using the Testing Center for your exam(s).

Step 1: Getting Logged In

Log Into TechWeb using your OIT credentials, and navigate to the **"Accommodations (Student)" tile**:

Step 2: Accessing "Alternative Testing" module

Click the link for the "Alternative Testing" module in the 'Accommodations' side menu; it should be near the bottom of the 'Accommodations' side menu:

The Alternative Testing Module Overview

The Alternative Testing module overview has three main sections: **Important Messages**, **Schedule an Exam**, and **Upcoming Exams Scheduled**

Alternative Testing Overview: Important Messages

Examples of what you might see include the message from our office about arriving on time for your exam and that no food or drink (except water) is allowed in the Testing Center. Additionally**, if your instructor has NOT submitted an Alternative Testing Agreement (ATA), that message will appear as well.**

> 📋 **IMPORTANT MESSAGE**
>
> You are receiving this message because we do not have an Alternative Testing Agreement (ATA) on file for this course. **The ATA can only be completed by your instructor.**
>
> Please contact your instructor and ask that they please complete the Alternative Testing Agreement found on their Faculty Notification Letter.

One change with the AIM v5 upgrade is that students can schedule their exams as a "placeholder" if the instructor has not submitted the ATA. If you see that error message, it is notifying you that the ATA has not been submitted and to remind your instructor. **Only the faculty can complete the ATA.**

Alternative Testing Overview: Schedule an Exam

Is the middle section where you will select the course to schedule an exam

Alternative Testing Overview: Upcoming Exams Scheduled

Is where you can see all upcoming exams you have scheduled so that you're able to keep track of them more easily. **Our office still recommends utilizing a calendar system to organize and track important items like exam dates and course assignments.**
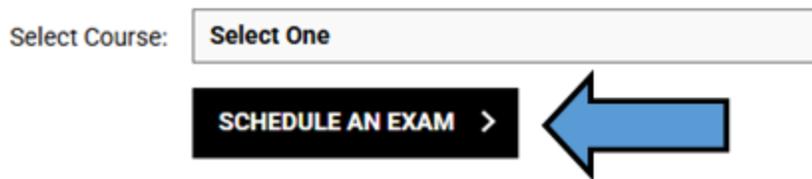
Step 3: Scheduling an Exam

From the "Select Course" drop-down menu, select the course that is having the exam:

And then click the **"Schedule An Exam"** button below the drop-down menu

Change with AIM v5: Instructor Scheduling Option in the ATA

In AIM v5, the instructor can pre-schedule exams, quizzes, midterms, and Final Exams as part of the ATA; typically, **based on when the class exam is scheduled**.

Your view, when scheduling, will differ depending on what the instructor has done in the ATA. If the instructor has provided the exam dates/times in the ATA, then AIM will limit the information needed from you; whereas if no exam dates/times are provided in the ATA, then AIM will need more information from you:

Option: Your Instructor *has* provided Exam Dates

If the instructor has provided the Exam Dates, you will see a drop-down menu under the "Available Exam Dates". You will then need to pick which Exam / Quiz / Midterm / Final Exam date you are wanting to schedule for; or select "**The Exam I'm Scheduling Is Not Listed**" – if you are scheduling for an exam that the instructor did not include in the ATA:
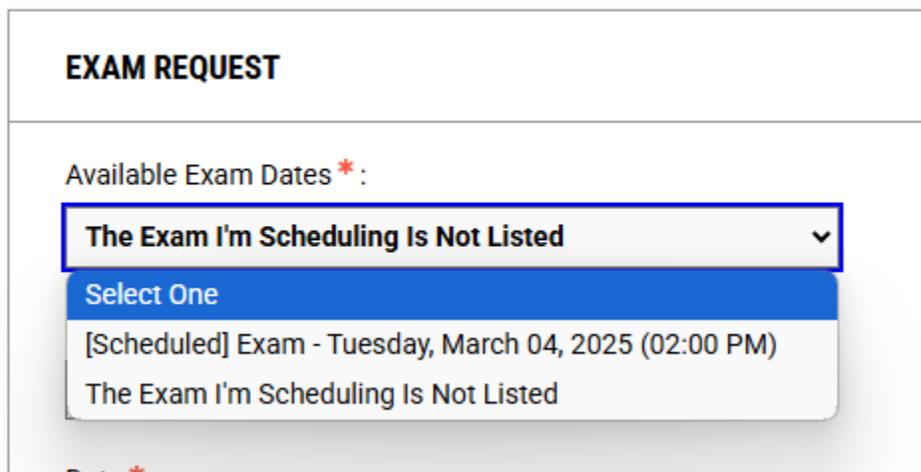
Note: the instructor also has the option to control when exams are scheduled by the student (ex. requiring them to be on the same day/time as the class exam; same day but flexible on timing; or flexible on when student can schedule).

Confirm with your instructor what settings they are using – this will avoid scheduling errors on your end.

Option: Your Instructor *has not* Provided Exam Dates

If your instructor has not provided pre-scheduled Exam Dates in the ATA, you will be prompted to schedule with the following information:

1. Exam Type (Exam, Quiz, Midterm, Final)

2. Date you want to take the exam

3. Time you want to start the exam

4. Time that the class is allowed for the exam (in minutes); if unsure, communicate with your instructor for this information. **Do not add in your Extra Time**, if applicable; AIM will auto calculate it once you select that accommodation

5. Check boxes for any applicable Testing Accommodations that you want to use for your exam

6. Summary of what you have selected

EXAM REQUEST

Exam Type *:
[Exam ⌄]   **#1—Exam Type**

Date *:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025).

[03/24/2025 📅]   **#2—Exam Date**

Time *:
[10 AM ⌄] [00   ⌄]   **#3—Exam Start Time**

Standard Length Of Exam (In Minutes) *: ⓘ
[60]   **#4—Minutes Class is Allowed**

Services Requested (As Applicable) *:

Hint: You are required to make a minimum of 1 selections.

☑ Extra Time 1.50x   **#5—Accommodations Requested**

Total Exam Length:
  60 Minutes x 1.50x Multiplier = 1 Hr 30 Min
Exam Ends At: **#6—Summary**
 10:00 AM + 1 Hr 30 Min = 11:30 AM

Required Technology (If Applicable):

☐ Respondus Lockdown Browser

Then you will click the "**Add Exam Request**" button at the bottom:

FORM SUBMISSION

[ADD EXAM REQUEST >]

After clicking the "Add Exam Request" button, you should get automatically sent to a page with the banner that confirming that the scheduling was successful:

✓ **SUCCESS! YOUR ACTION HAS BEEN COMPLETED**

The system has successfully saved your action.
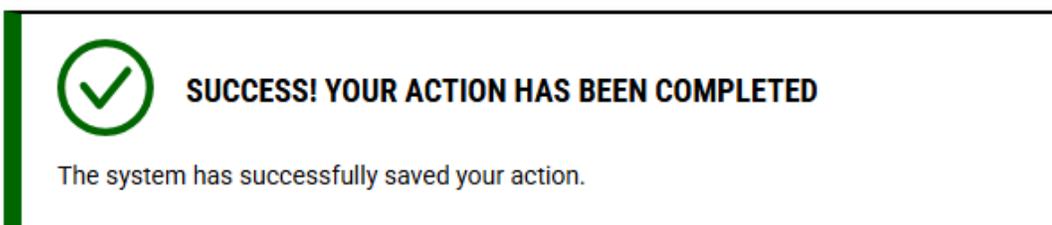
And allowing you to schedule other exams related to that course.