HOW TO SCHEDULE A TEST IN AIM

1. Log into your student CougarWeb Account.
2. Select the “My Courses & Course Access” tab.
3. Under the “Student Support” section box on the right, click on “ACCESS AIM Portal.” Enter in OneLogin username and password.
4. From the left side bar under “My Accommodations” menu, select “Alternative Testing.”
   Note: Your professor will need to complete a testing agreement before exams can be scheduled.
5. Use the drop down arrow instead to select (highlight) the class you would like to schedule a test for.
6. Click on “Schedule Exam.”
7. Reminders for scheduling an exam:
   Two business days’ (M-F) notice is required to schedule a test in the ACCESS Office. Five business days’ notice is required if, requesting a PROCTOR/READER/SCRIBE.
   Any exam scheduled after 4:30pm will be processed the following business day.
   Note: Test requests with less than 48 hours' notice will not be approved.
8. Exam Detail Notes:
   Request Type: Select type of test (Exam, Quiz, Midterm, Final)
   Date: The day you want to take the test.
   Time: The time you want to come in to take the test
   Exam Length: The amount of time (in minutes) your class gets for this test (your additional time is calculated automatically). Use the Time Conversion Chart provided.
   Services Requested: Check accommodations that you need for this test
   Additional Notes: The name of your test goes here (example: Exam 1, Quiz 3, etc.)
   Your test cannot be scheduled without this.
9. You must enter the name of your test or quiz and if it is online or in paper format in the “Additional Notes” section.
10. When all details of the test are entered, select “Add Exam Request.”