



HOW TO SCHEDULE A TEST IN AIM

- [Academic Advising](#)
- [ACCESS / Disability Services](#)
- [ACCESS AIM Portal](#)
- [Career Services](#)
- [Counseling](#)
- [eCollin Support](#)
- [Faculty Websites](#)
- [Food Services on Campus](#)
- [Institutional Review Board](#)
- [Graduation info](#)
- [Math Labs](#)
- [New Student Orientation](#)
- [Student Employment](#)
- [Student Housing](#)
- [Syllabi](#)
- [Tutoring](#)
- [Writing Center](#)

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.

- My Accommodations
 - > Information Release Consents
 - > My Eligibility
 - > List Accommodations
 - > Course Syllabus
 - > Alternative Testing
 - > My E-Form Agreements
 - > My Signup List

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.

ALTERNATIVE TESTING

List Class(es) with Alternative Testing as Accommodation

Select Class: **HART 1256.505 - EPA Recovery Cert Prep**

Schedule Exam

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.”

TERMS AND CONDITIONS OF SCHEDULING EXAM

Please read carefully the following terms and conditions of scheduling Alternative Testing in ACCESS:

- **IMPORTANT - READ BEFORE SCHEDULING**

You MUST enter the name of your Test or Quiz (Example: Test 1, Ch 2 Quiz, etc.) in the additional note section when scheduling your exam.

TWO Business Days advanced notice is required to schedule a test through the ACCESS AIM Portal. The ACCESS Office cannot guarantee your test or quiz will be available if you schedule less than two (2) business days in advance.

Late test requests will not be processed.

If requesting a PROCTOR, SCRIBE, OR SIGN-LANGUAGE INTERPRETER, FIVE Days advanced notice is required.

The ACCESS Office cannot guarantee your Proctor, Reader, Scribe or Sign-Language Interpreter will be available if you schedule less than five (5) days in advance. (Excludes weekends and holidays)

Proctor selection is subject to change without notice.

Please refer to your signed Agreement for Alternative Testing for more detailed information.

Time Conversion Chart:

- 1 hour = 60 minutes
- 1 hour 15 minutes = 75 minutes
- 1 hour 30 minutes = 90 minutes
- 1 hour 45 minutes = 105 minutes
- 2 hours = 120 minutes

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.

Exam Detail

Request Type: **Select One**

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

Time: **Select** **Select**

Standard Length of Exam (Specified by Student):

Note: **DO NOT CALCULATE YOUR OWN EXTENDED TIME.** Please enter the time (IN MINUTES) that each student receives for this exam. We will automatically calculate your extended time based on your accommodation.

Services Requested (As Applicable) *

Extended Time Frequent Breaks (ACCESS Office)

Less Distracted Area**

Additional Note: **Exam 2 Online Exam**

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.”

Add Exam Request **Back to Testing Requests Overview**