

SCHEDULING EXAMS WITH AIM

Students who have alternative testing accommodations may need to take their exams at Disability and Accessibility Services (DAS) Testing Room. The DAS Testing Room is available to students registered with DAS and approved for testing accommodations and/or whose instructor is unable to provide testing accommodations in their department. Please discuss testing accommodations with each instructor *at the beginning of each semester to determine where you will be taking your exams*. Oftentimes, instructors will provide testing accommodations in their department (i.e., small classroom, conference room, office, etc.).

Exams must be scheduled a minimum of 2-business days in advance.

Late exams will not be accepted. Exam requests submitted less than 2-business days in advance may be considered on a case-by-case basis, but not guaranteed. Exams must be taken in the DAS Testing Room between the hours of 8:00 A.M. and 5:00 P.M. and during regularly scheduled class times unless you have been given approval from your professor and/or DAS to take your exam at an alternative date and/or time.

On the day of your exam, please arrive at DAS (Lincoln Hall, Room 111) a minimum of 5-10 minutes before your start time. Students arriving 15 minutes late will not be able to test at DAS.

Please review [Day of Exam](#) to familiarize yourself with exam policy/procedures at DAS.

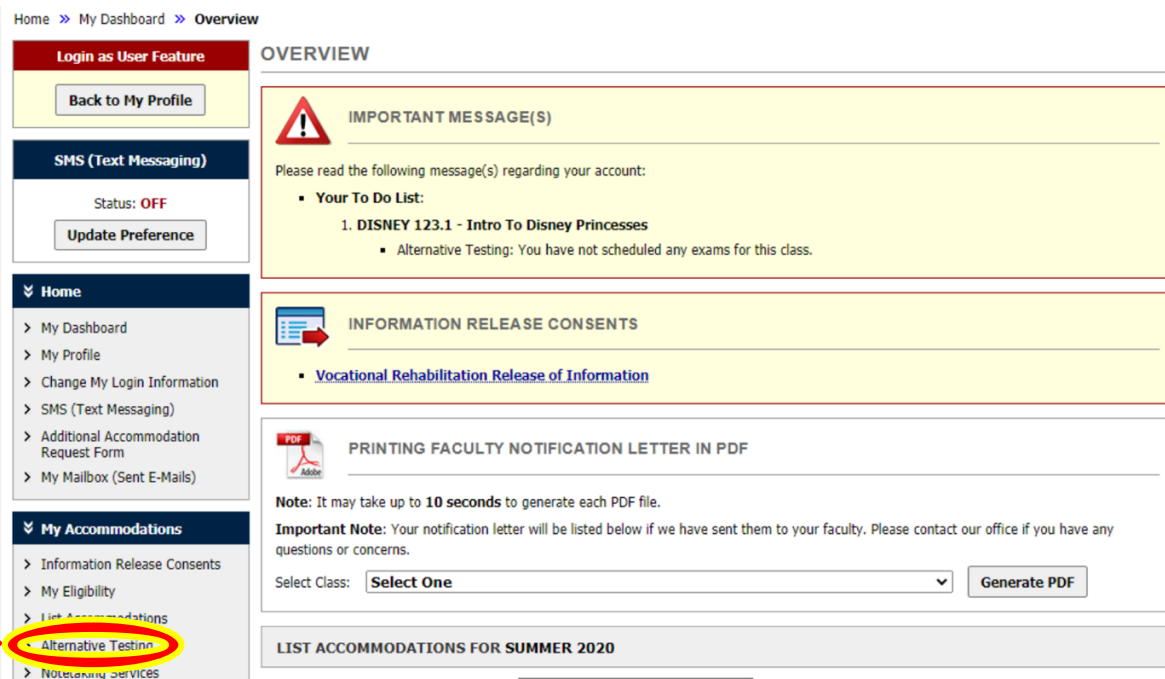
Kindly follow the instructions below to schedule an accommodated exam at DAS.

1. Access Alternative testing via AIM
2. Navigate to 'Alternative Testing', located under 'My Accommodations' on the left-side menu.
3. Select the class from the drop-down menu that you wish to schedule your exam for and select 'Schedule an Exam'.
4. Read the Terms and Conditions of scheduling alternative testing in Disability and Accessibility Services Testing Room.
5. Select the details of your exam:
 - a. Type: Final, midterm/exam, or quiz

- b. Date and time (this should reflect the same date/time as your class unless approved by the instructor for alternative date/time).
 - c. Services requested (the accommodations you wish to use on this exam).
6. Select 'Add Exam Request'.

Navigating to Alternative Testing Module

After logging into AIM using your Berea credentials, select 'Alternative Testing' located under 'My Accommodations' on the left-hand menu.



The screenshot displays the AIM dashboard interface. On the left-hand side, there is a navigation menu with several sections: 'Home', 'My Accommodations', and 'Note-taking Services'. The 'My Accommodations' section is expanded, showing options like 'Information Release Consents', 'My Eligibility', 'List Accommodations', 'Alternative Testing', and 'Note-taking Services'. A red arrow points to the 'Alternative Testing' option, which is also circled in yellow. The main content area, titled 'OVERVIEW', contains three sections: 'IMPORTANT MESSAGE(S)' with a warning icon and a message about a 'Your To Do List' for 'DISNEY 123.1 - Intro To Disney Princesses'; 'INFORMATION RELEASE CONSENTS' with a document icon and a link for 'Vocational Rehabilitation Release of Information'; and 'PRINTING FACULTY NOTIFICATION LETTER IN PDF' with a PDF icon, a note about generation time, an important note about faculty notifications, a 'Select Class' dropdown menu, and a 'Generate PDF' button. At the bottom, there is a section titled 'LIST ACCOMMODATIONS FOR SUMMER 2020'.

Selecting a Course for Exam Scheduling

Select the class for which you wish to schedule a quiz or exam at DAS and select "Schedule an Exam." Then, select "Schedule an Exam" immediately under the "Select Class" button.

ALTERNATIVE TESTING

Instructor Alternative Testing Agreement(s)

Below is the list of all Instructor Alternative Testing Agreement(s) submitted through the system. **You can still request exams even if there is no Instructor Alternative Testing Agreement specified.**

Select Class: **DISNEY 123.1 - Intro To Disney Princesses (1234)** ▼

Schedule an Exam View Alternative Testing Detail

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

DISNEY 123.1 - Intro To Disney Princesses Instructor Has Not Submitted Instructor Alternative Testing Agreement

[View Other Exams Requested in the Same Class](#)

Final - Friday, July 24, 2020 at 08:00 AM [Action: [Delete Exam](#)]

Approved Accommodation(s):

- Extra Time 1.50x

Exam Details

This will lead you to the "Exam Detail," where you will fill out the type of exam (i.e., exam, quiz, midterm, final), date, and time. The standard length of exam is the amount of time in minutes that your instructor has allowed for the class. **Do not calculate your own extended time.** AIM will calculate it for you based on the number of minutes you enter in this box. If you do not know how long the class is for the exam, please contact your instructor.

Days	Time Start	Time End	Date Range	Location
MWE	10:20 AM	11:15 AM	Not Specified	Not Specified

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:

Distraction Reduced Testing Space: Small Group Setting Extended Time 1.50x

Additional Note:

Select the accommodations you wish to use for the exam (please note, only select the accommodations you wish to use for the exam). Your individual accommodations will populate in the "Services Requested" section. If there is any technology required for the exam, such as a computer if you are taking an exam in Moodle, select computer in the "Required Technology" section. If there is anything else you think the DAS should know you can add that information in the "Additional Note" section.

Exam Detail

Alternative Testing Contract/Agreement Type: **Testing Agreement 2021-2022**

Request Type: Select One ▼

View: [Exam Schedule Availability](#)

Campus Location: Select One ▼

Note: Select the campus location where your course is being offered.

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)

*Proctor Outside of Classroom
 *Reduced Distraction Environment

Extra Time 1.50x

Required Technology (If Applicable)

Computer
 Kurzweil

Additional Note:

Add Exam Request
Back to Testing Requests Overview

After Submitting Your Request

You will receive an email either approving your exam request or asking you to contact DAS. You can check the status of your exams at any point by logging into AIM and selecting the Alternative Testing tab on the left side menu. You will receive an email from AIM confirming receipt of your quiz/exam scheduled with DAS. ***Please note: If DAS has not received the Alternative Testing Agreement from the instructor for the***

course, you will only be permitted a placeholder for the exam. This means that your exam is not yet scheduled but rather tentatively holding your spot until the Agreement is received from your instructor. DAS strongly encourages students to notify their instructor immediately and kindly request they complete the Testing Agreement. If you do not receive an email OR you receive the "Late Request" email, please contact DAS immediately at 859-985-3237 or dasoffice@berea.edu.

Checking Exam Status

At any time, you can check the status of your exam requests by logging into AIM using your Berea credentials.

1. Select the Alternative Testing tab on the left side of the screen to view all your exam information.
2. DAS will send reminders to your Berea email in advance of all your exams, informing you of dates and times.
3. **If your exam is not listed in AIM, you have not completed the process and will need to request the exam again.**

Modifying Exam Details

If you need to change a detail of your exam such as the length, date, or time, you may select "Modify Request" and make the necessary changes. DAS will be notified that you have requested a change. Please note, any changes to the date and time must first be approved by the instructor of the course if the date and time do not align with the regularly scheduled time of the course.

If you have any questions, please do not hesitate to contact DAS at 859-985-3237 or you may also email the testing staff directly at dasoffice@berea.edu. Additionally, you can contact DAS Testing Coordinator, Renee LeFebvre, at lefebvrer@berea.edu.