

### STEPS TO SCHEDULE AN EXAM IN AIM

6. Use Disability Service website to access AIM:
    - e. [www.astate.edu](http://www.astate.edu)
    - f. A-Z index (top right corner of screen)
    - g. Click on "D", then click on "Disability Services"
    - h. Click on AIM DS Portal
  7. You may be taken to the My Campus login; use your network username and password.
  8. Under MY ACCOMMODATIONS--Choose Alternative Testing
  9. Beside SELECT CLASS – Click on the down arrow and choose the correct course
    - a. Click on SCHEDULE AN EXAM
  10. Complete the form as follows:
    - a. Choose the correct type of test:
      - i. Exam
      - ii. Final
      - iii. Quiz
    - b. Enter the date the class is taking the exam in the following format: 12/30/2016
    - c. Time has two drop down boxes: for the hour and minute.
    - d. Under SERVICES REQUESTED, check mark the accommodations that you need for the exam
    - e. Under ADDITIONAL NOTE, add any message you wish to convey to the testing staff, such as open book, open note (set by faculty), etc.
    - f. When you have completed the EXAM DETAIL box, click on ADD EXAM REQUEST
6. To double check that you have scheduled your exam go back to MY ACCOMMODATIONS and ALTERNATIVE TESTING – the details of the scheduled exam will be listed on the request.