STEPS TO SCHEDULE AN EXAM IN AIM

1. Use the Access & Accommodation Services website to get to AIM:
   a. www.astate.edu
   b. A-Z Index (top right corner of screen)
   c. Click on “A” then click on “Access & Accommodation Services”
   d. Click on AIM A&AS Portal

2. You may be taken to the my.AState login; use your network username and password

3. Under “MY ACCOMMODATIONS” – Choose Alternative Testing

4. Beside “SELECT CLASS” – Click on the down arrow and choose the correct course
   a. Click on “SCHEDULE AN EXAM”

5. 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 date format: 12/30/2019
   c. Time has two drop down boxes: one for the hour, and for the minute
   d. Under “SERVICES REQUESTED”, check 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