

Access & Accommodation Services Testing Frequently Asked Questions

Exams, including mid-term exams, should be scheduled at least 3 business days in advance. Final exams should be scheduled 5 business days (1 week) in advance. If the request is submitted after that date, then you will have to complete a late submission form. AIM will take you straight to the form when you submit the request. Please indicate why the request is late, and add details in the note box provided, especially if the exam was announced late by the instructor. **AIM will not process the testing request if you do not complete the late submission form.**

Schedule your Online exams using the AIM system. We use the same system to notify your instructor that they need to set up your exam with your accommodations. If you will not be taking the exam in our office, then please submit the request for 8 AM on the day of the Online test; you may still take the exam at any time during the window that it's available.

Your instructor may give the class a “pop” quiz. If the instructor plans to give a quiz to the class without notice, you will be informed that you need to come to Access & Accommodation Services (A&AS). NOTE: Extended time accommodations will require you to come to our office before the class is scheduled to begin.

If your exam date is moved and you have already scheduled the exam, please MODIFY the existing exam request. Your accommodated testing requests will show up under the Alternative Testing tab in AIM. Please do not cancel the original exam request, instead, submit a new one or use the MODIFY button.

Please arrive early for your exams. If you know that you will be late or absent for *any* reason, please contact our office, as soon as possible.

Under NO circumstances are students allowed to transport their own exams to\from our office. We will send someone from our office to carry the exam. If the instructor asks you to carry your exam with you, contact us immediately so that we can send someone to pick up the exam.

If you feel that you need to reschedule an exam, contact your A&AS counselor and instructor, as soon as possible. They will help you through the rescheduling process if the reason is disability-related; if the reason is not disability-related, they will provide guidance on what you must do.

Failure to adhere to advanced notice procedures may result in testing delays or an inability to provide accommodated testing for a specific request. A&AS strives to provide accommodated testing to our students. Requests submitted after the start time scheduled by the instructor, will be automatically declined; requests submitted less than 24 hours in advance of the start time scheduled by the instructor, may also be declined. Habitually submitting late requests without a disability or instructor-related reason, may also result in a declined request. Testing requests are approved or declined individually: **if we are unable to provide accommodations for one exam, you may still request accommodations for all future exams.**

If you have any questions or concerns, contact Access & Accommodation Services (A&AS) at (870) 972-3964.