

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