

How to Schedule an Exam in AIM

Student Accessibility
Services



How to Schedule an Exam in AIM



All midterms, tests, and quizzes need to be scheduled with SAS at least fourteen days in advance. Final exams need to be scheduled at least three weeks in advance of the beginning of the final exam period.

For example, if you have a midterm on a Monday, the deadline to schedule the midterm would be two Mondays before at 11:55 pm. If you have missed the scheduling deadline, please refer to the document titled "How to Schedule an Appeal in AIM".

Please schedule your exam at the same date/time as your class is writing. If you need to write on a different date/time, please obtain instructor approval and send the approval to SAS.

Be sure to only schedule with SAS if your class is writing in person.

All exams for classes starting at 7 pm must be scheduled with SAS for 6 pm. Please remember that you must remain in the SAS office without access to electronics until 7:30 pm.

Log into AIM: <https://olympic.accessiblelearning.com/UWindsor>

STEP 1:

On the student dashboard, click on "Alternative Testing" on the left-hand side.

A screenshot of the AIM (Accessible Learning) student dashboard. The page title is "My Dashboard" and the breadcrumb trail is "Home > My Dashboard > Overview". On the left-hand side, there is a navigation menu with several sections: "Login as User Feature" (with a "Back to My Profile" button), "Home" (with links to My Dashboard, My Profile, Additional Documentation, and My Mailbox), and "My Accommodations" (with links to My Eligibility, List Accommodations, Course Syllabus, Alternative Testing, Alternative Formats, and Notetaking Services). A red arrow points to the "Alternative Testing" link in the "My Accommodations" section. The main content area is titled "OVERVIEW" and contains an "IMPORTANT MESSAGE(S)" section with a warning icon. The message text reads: "Please read the following message(s) regarding your account:" followed by a "Your To Do List" containing two items: 1. CHEM 3789.1 - Chemistry Course and 2. ENGL 4560.1 - English Class. Each item lists specific actions related to Alternative Testing, Alternative Formats, and Notetaking Services.



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STEP 2:

Select the class that you would like to schedule an exam for and click on “Schedule an Exam.”

My Dashboard

Home > My Dashboard > Alternative Testing

Login as User Feature

Back to My Profile

Home

- > My Dashboard
- > My Profile
- > Additional Documentation
- > My Mailbox (Sent E-Mails)

My Accommodations

ALTERNATIVE TESTING

Alternative Testing Agreement(s)

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

Select Class: **Select One**

Schedule an Exam

Questions? Contact Us!

Please contact our office if you have any questions regarding Alternative Testing request.

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STEP 3:

Complete the following fields (i.e., class, request type, date of exam, and time). Students are required to schedule exams at the same time the class is writing. If you need to write at an alternate time, please obtain instructor approval and contact the exam team (exam@uwindsor.ca).

Check off the accommodations you would like to use for the exam. If you are unsure of which accommodations you will need, we encourage you to check off all the boxes, so the accommodations are in place for your exam. After you complete these details, click on “Add Exam Request”.

Phone: Not Specified
Send Email

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

Alternative Testing Agreement Type: **UWindsor Testing Agreement**

Request Type: **Select One**

Date:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time: **Select** **Select**

Services Requested (As Applicable)

- Approved Memory Aid
- Clarification on exam questions by instructor
- Clock stops for BREAKS
- Distraction-reduced environment
- DOUBLE TIME - for math related exams
- Isolated Room
- Kurzweil 1000

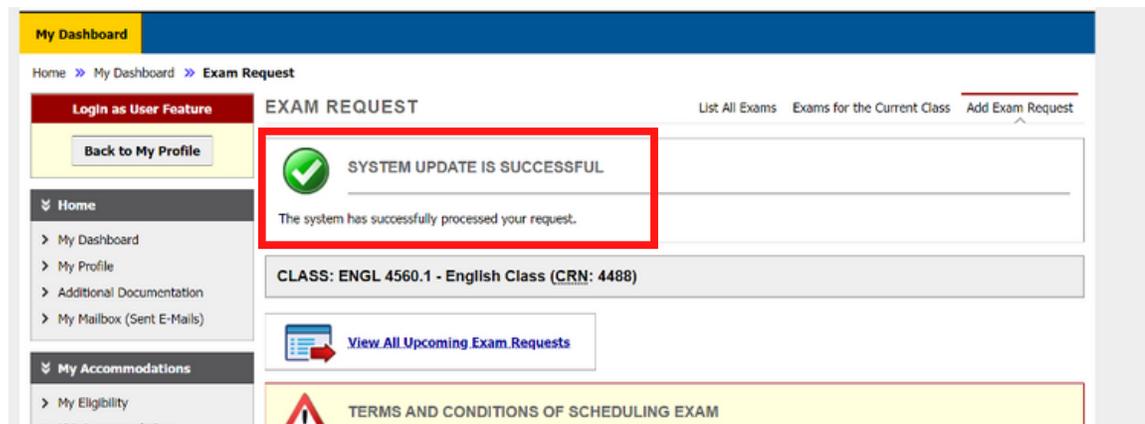
Additional Note:

Add Exam Request Back to Testing Requests Overview



STEP 4:

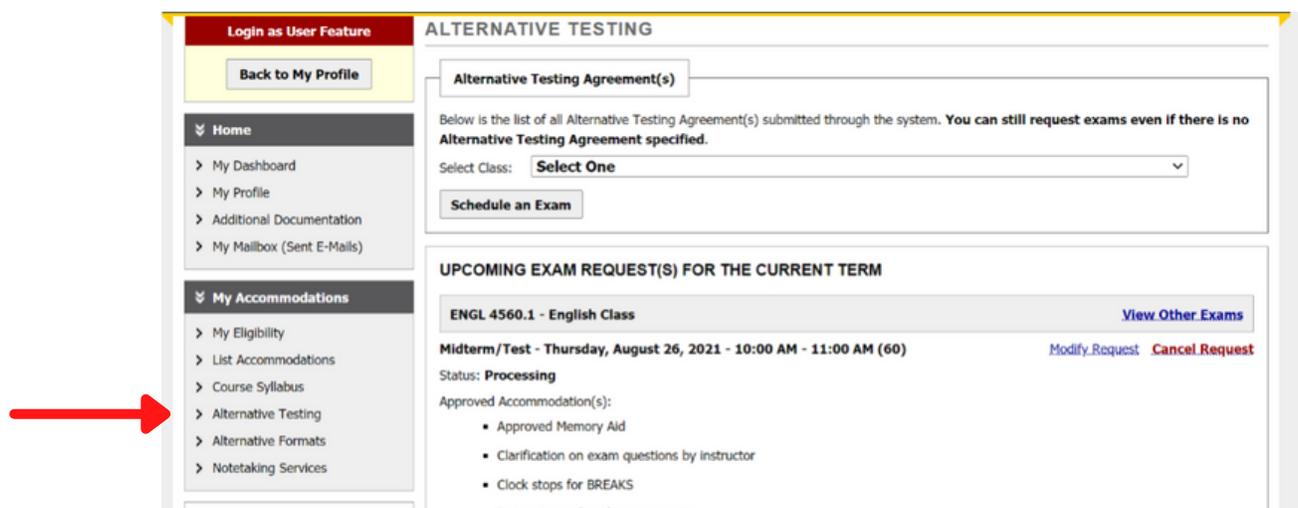
Please verify that “system update is successful” shows with a green checkmark.



After scheduling your exam, you will receive a confirmation email to your UWindsor email address.

STEP 5:

To ensure your exam has been scheduled correctly please click on “Alternative Testing” to view your upcoming exams.



To view the steps on how to modify or cancel an exam, please go to the document named: “How to Modify and Cancel an Exam in AIM”.



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