How to Schedule an Exam in AIM

Student Accessibility Serivices

How to Schedule an Exam in AIM

All midterms, tests, and quizzes need to be scheduled with SAS at least <u>fourteen days</u> in advance. Final exams need to be scheduled at least <u>three weeks</u> 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.

STEP 2:

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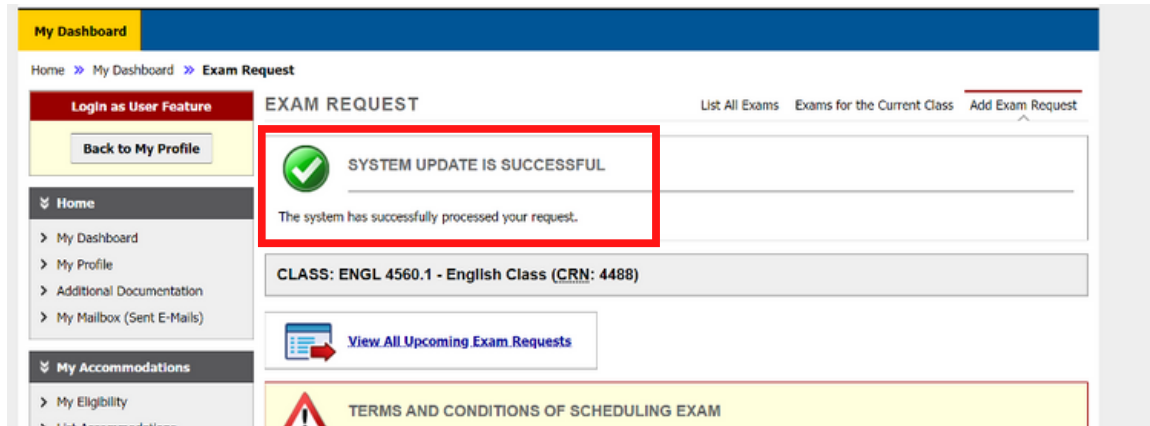

STEP 3:

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

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".

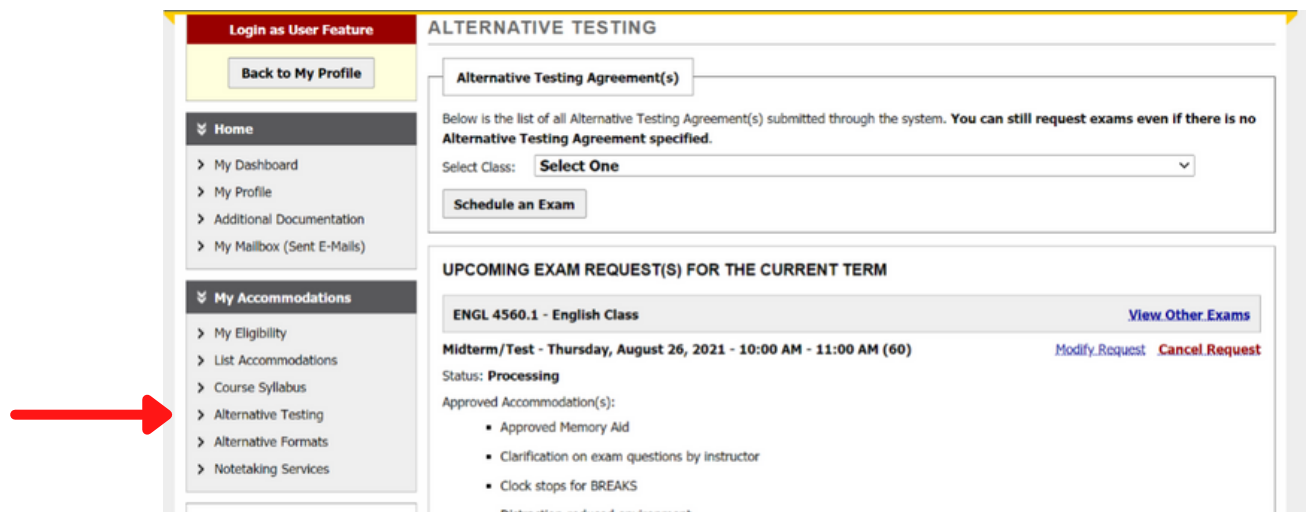University of Windsor | Student Accessibility Services

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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