

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 10 business days (not including weekends) in advance.

Final exams need to be scheduled at least three weeks in advance of the beginning of the final exam period, and no later than 14 business days (not including weekends).

We suggest that students schedule all exams, tests, quizzes in the beginning of the term as soon as they obtain their syllabus and exam schedule.

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.

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

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

STEP 1:

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

The screenshot shows the AIM student dashboard with a yellow header bar. Below it, the main content area has a blue header "OVERVIEW". On the left, there's a sidebar with sections like "Home", "My Dashboard", "My Profile", "Additional Documentation", "My Mailbox (Sent E-Mails)", "My Accommodations" (which includes "My Eligibility", "List Accommodations", "Course Syllabus", "Alternative Testing", "Alternative Formats", and "Notetaking Services"), and "Login as User Feature" with a "Back to My Profile" button. A red arrow points to the "Alternative Testing" link under "My Accommodations". The main content area contains an "IMPORTANT MESSAGE(S)" section with a warning icon. It says: "Please read the following message(s) regarding your account:" followed by two bullet lists: one for "CHEM 3789.1 - Chemistry Course" and one for "ENGL 4560.1 - English Class". Both lists contain items about alternative testing, formats, and notetaking services.



University
of Windsor

Student
Accessibility Services

STEP 2:

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

The screenshot shows the 'My Dashboard' interface. On the left, there's a sidebar with 'Home', 'My Dashboard', 'My Profile', 'Additional Documentation', 'My Mailbox (Sent E-Mails)', and 'My Accommodations'. The main area is titled 'ALTERNATIVE TESTING'. It contains a sub-section 'Alternative Testing Agreement(s)' with a note: '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.' Below this is a dropdown menu 'Select Class:' set to 'Select One' and a 'Schedule an Exam' button. At the bottom, there's a 'Questions? Contact Us!' section with a note: 'Please contact our office if you have any questions regarding Alternative Testing request.'

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”.

The screenshot shows the 'Add Exam Request' form. On the left, there's a sidebar with 'Phone: Not Specified' and a 'Logout' button. The main form has a 'Logout' button at the top. It includes fields for 'Alternative Testing Agreement Type' (set to 'UWindsor Testing Agreement'), 'Request Type' (dropdown 'Select One'), 'Date' (calendar icon), 'Time' (two dropdowns 'Select'), and a 'Services Requested (As Applicable)' section with checkboxes for various accommodations like Approved Memory Aid, Clock stops for BREAKS, DOUBLE TIME - for math related exams, Clarification on exam questions by instructor, Distraction-reduced environment, Isolated Room, and Kurzweil 1000. At the bottom, there's an 'Additional Note' text area and buttons for 'Add Exam Request' and 'Back to Testing Requests Overview'.



University
of Windsor

Student
Accessibility Services

STEP 4:

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

The screenshot shows the 'EXAM REQUEST' section of the system. A red box highlights a message box containing a green checkmark icon and the text 'SYSTEM UPDATE IS SUCCESSFUL'. Below this, a smaller message states 'The system has successfully processed your request.' To the right, there's a section for 'CLASS: ENGL 4560.1 - English Class (CRN: 4488)' and a button to 'View All Upcoming Exam Requests'. At the bottom, there's a warning box with an exclamation mark and the text 'TERMS AND CONDITIONS OF SCHEDULING EXAM'.

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.

The screenshot shows the 'ALTERNATIVE TESTING' section. A red arrow points to the 'My Accommodations' menu item in the sidebar. The main area displays 'UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM' for 'ENGL 4560.1 - English Class'. It lists a 'Midterm/Test - Thursday, August 26, 2021 - 10:00 AM - 11:00 AM (60)' with status 'Processing'. There are 'Modify Request' and 'Cancel Request' links. Below this, it shows 'Approved Accommodation(s)': 'Approved Memory Aid', 'Clarification on exam questions by instructor', and 'Clock stops for BREAKS'.

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".



University
of Windsor

Student
Accessibility Services