

How to Submit an Exam Appeal

Student Accessibility
Services



How to Submit an Exam Appeal



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 follow the following steps to file an appeal.

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 'My Dashboard' interface. The top navigation bar is blue with 'My Dashboard' in white. Below it, a breadcrumb trail shows 'Home > My Dashboard > Overview'. A red button labeled 'Login as User Feature' and a white button labeled 'Back to My Profile' are visible. The left-hand navigation menu is divided into sections: '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. 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:'. Below this is a 'Your To Do List' section with two items: '1. CHEM 3789.1 - Chemistry Course' and '2. ENGL 4560.1 - English Class'. Each item has a list of tasks related to Alternative Testing 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”.

Exam Detail

Select Class: **CHEM 3789.1- Chemistry Course (CRN: 5678)**

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)

- Adjustable Table
- Approved calculator
- Extra Time: 10 mins/hr
- Kurzweil 1000

Additional Note:

Add Exam Request

Back to Testing Requests Overview



STEP 4:

If you are trying to schedule an exam past the deadline, the following page will appear. Select a reason for the late exam request and include a rationale. Check off the agreement and click on "Submit late exam request".

 **LATE EXAM NOTICE - ACTION REQUIRED**

Late exam requests are not automatically approved. Exam Centre staff in conjunction with Student Accessibility Services will review the request and provide a timely response. If you have any question or concerns please contact your Student Accessibility Services advisor.

Late Exam Request

Reason *: **Select One** ▼

If you select **Other**, please specify the reason of late exam request below.

Additional Information:

Note: Enter **ADDITIONAL INFORMATION** and/or **ADDITIONAL TIMES** you are available (times must be approved by instructor – refer to your alternative testing agreement)

I have read and understand the late exam request policy above.

[Submit Late Exam Request](#) [Back to Exam Detail or Modify Date](#)

STEP 5:

Your appeal is now submitted to the exam coordinator and will be reviewed. If you would like to check the status of your appeal, click on "Exam Accommodation" on the left-hand side and view your upcoming requests and the status of your appeal.

My Mailbox (Sent E-Mails)

My Accommodations

- My Eligibility
- List Accommodations
- Course Syllabus
- Alternative Testing
- Alternative Formats
- Notetaking Services

Any questions or concerns? Use the following contact information:
Phone: (519) 253-3000
[Send an Email](#)

Logout

Once you finish with your session,

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

PSYC 4567.01 - Psychology Course [View Other Exams](#)

Midterm/Test - Friday, August 06, 2021 - 12:00 PM - 01:11 PM (71) [Modify Request](#) [Cancel Request](#)

Status: **Processing**

Late Request - Not Yet Approved

Approved Accommodation(s):

- Adjustable Table
- Approved calculator
- Extra Time: 10 mins/hr
- Kurzweil 1000

Request Entered on Wednesday, August 04, 2021 at 03:51:40 PM

Late Reason: Scheduled Past deadline
missed the deadline



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Appeals may take up to three days to be processed. Once your appeal is processed, the status of the request will change to either "canceled" or "approved" in AIM. Continue to check back in AIM to see the status of your appeal.

PSYC 4567.01 - Psychology Course [View Other Exams](#)

Midterm/Test - Friday, August 06, 2021 - 12:00 PM - 01:11 PM (71)

Status: **Cancelled** Reason: **Exam Scheduled Past Deadline**

Approved Accommodation(s):

- Adjustable Table
- Approved calculator
- Extra Time: 10 mins/hr
- Kurzweil 1000

Request Entered on Wednesday, August 04, 2021 at 03:51:40 PM

Late Reason: Scheduled Past deadline
missed the deadline

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

PSYC 4567.01 - Psychology Course [View Other Exams](#)

Midterm/Test - Wednesday, August 11, 2021 - 10:00 AM - 11:11 AM (71) [Modify Request](#) [Cancel Request](#)

Status: **Approved** Location: **TBD**

Late Request

Approved Accommodation(s):

- Adjustable Table
- Approved calculator
- Extra Time: 10 mins/hr
- Kurzweil 1000

Request Entered on Wednesday, August 04, 2021 at 04:05:59 PM

Late Reason: Scheduled Past deadline
missed the deadline

