



How to Schedule an In-Person Exam

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

1. Log into AIM
2. Find the “ACCOMMODATIONS” box
 - a. Click on “Alternative Testing”

A screenshot of a website menu titled 'ACCOMMODATIONS'. The menu items are: List Requests, Additional Documentation, Course Syllabus, Alternative Testing, and Notetaking Services. The 'Alternative Testing' option is highlighted with a red arrow pointing to it.

3. “Select Course”

A screenshot of the 'SCHEDULE AN EXAM' page. At the top, there is a breadcrumb navigation: HOME > MY DASHBOARD > ALTERNATIVE TESTING. To the right are buttons for 'OVERVIEW' (highlighted in red) and 'ALL EXAM REQUESTS'. Below the navigation is a section titled 'SCHEDULE AN EXAM'. It contains an 'Important Note' box with the following text: 'Courses marked with * do not have Alternative Testing Agreement specified by the instructor and you will be required to enter the standard length of the exam.' Below the note is a dropdown menu labeled 'Select Course:' with the option 'Select One'. A 'SCHEDULE AN EXAM >' button is located below the dropdown. At the bottom of the page is a section titled 'UPCOMING EXAMS SCHEDULED'.

4. Select the course the you wan to schedule an assessment

EXAM REQUEST

Exam Type *:

Date *:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025).

Time *:

Standard Length Of Exam (In Minutes) *: ②

Services Requested (As Applicable) *:

Hint: You are required to make a minimum of 1 selections.

Extra Time: Time and a half (1.5x)

Total Exam Length:

0 Minutes

Exam Ends At:

5. Fill out the required information from your syllabus and then scroll down and select "ADD EXAM REQUEST"

FORM SUBMISSION