

USING AIMS TO SCHEDULE EXAMS WITH ACCOMMODATIONS

Need to see how it works? Screencast tutorials are available at
<http://www.sou.edu/dr/tutorials-1.html>

CHECKING YOUR TESTING CONTRACT DETAIL

1. Log into AIMS
2. Click on the *Alternative Testing* link on the left menu
3. Select the course from the dropdown menu
4. Click on *View Alternative Testing Detail*

SCHEDULING EXAMS WITH ACCOMMODATIONS

1. In AIMS, click on the *Alternative Testing* link on the left menu
2. Select your class from the dropdown menu
3. Click the Schedule an Exam button
4. Select the type of exam from the dropdown menu, then enter the date, time (hour and minute), and services requested.
5. Click on the Add Exam Request button, when finished.

*AIMS will give you an error message if your request is outside of the timeframe for requesting exams, outside of testing center business hours, or if you have already requested an exam for the same date and time.

MODIFYING SCHEDULED EXAMS

- In AIMS, click on the *Alternative Testing* link on the left
- Select your class from the dropdown menu
- Scroll down to view the list of upcoming exam requests to find the exam that needs modification. Then click the Modify Request link.

CANCELLING SCHEDULED EXAMS

- In AIMS, click on the *Alternative Testing* link on the left
- Select your class from the dropdown menu
- Scroll down to view the list of upcoming exam requests to find the exam that needs cancellation, then click the Cancel Request link.

SOMETHING NOT WORKING?

- In order to schedule exams with accommodations, or modify accommodations, your requests for the current term must have been entered and approved. If you have not entered your courses for the current term, see reverse side of this handout.

If you believe that there is an error within AIMS, please let us know via email: dss@sou.edu