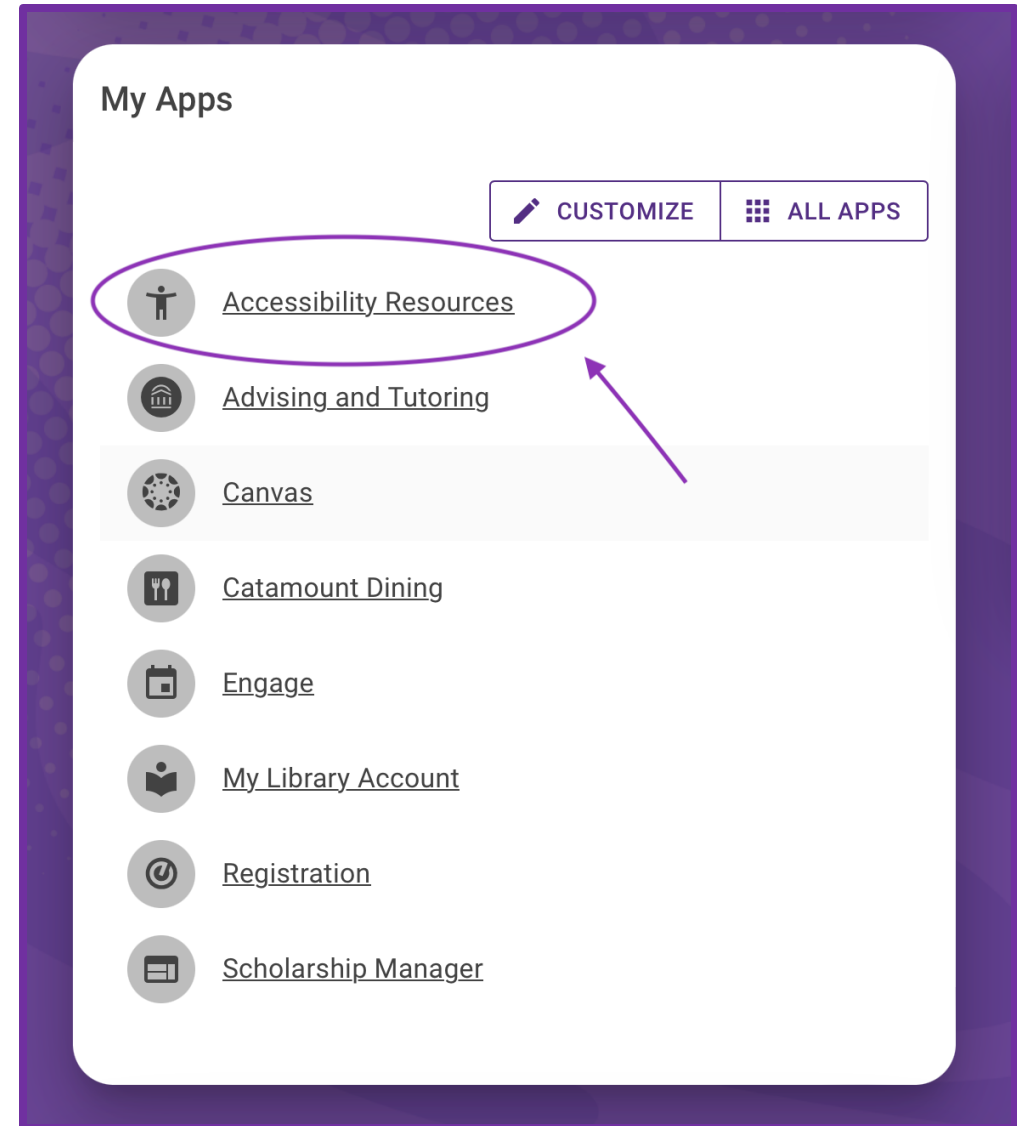


How to Submit a Test Request on AIM

Start by logging into your AIM profile.

You can access AIM from the Accessibility Resources app in the My Apps section of your MyWCU page.

To add Accessibility Resources to your apps, click on ALL APPS and “pin” Accessibility Resources.



Continue logging into AIM by clicking Student or Staff Sign In

Sign In

Western Carolina UNIVERSITY | Office of Accessibility Resources



Home

Home >> Welcome to Online Services

Home >> Online Services Home

WELCOME TO ONLINE SERVICES

PLEASE CHOOSE FROM THE FOLLOWING OPTIONS

	
<u>Student or Staff Sign In</u>	<u>New Student Application</u>

NEED HELP? | OFFICE OF ACCESSIBILITY RESOURCES

Once you are logged into AIM, click on Alternative Testing under the My Accommodations tab on the left-hand side

The screenshot displays the 'My Dashboard' interface. The left-hand navigation menu is expanded to show 'My Accommodations', with 'Alternative Testing' circled in red and a blue arrow pointing to it. The main content area is titled 'OVERVIEW' and features a 'PRINTING FACULTY NOTIFICATION LETTER IN PDF' section with a 'Generate PDF' button. Below this is a 'LIST ACCOMMODATIONS FOR SPRING 2023' section with a search filter set to 'Search All' and a 'Refine Search' button. A table lists accommodations for the 'Term: Spring 2023', with the first entry being 'TEST 100.001 - Test Class One (CRN: X001)'. This entry includes details for the instructor (Ann Kram), days and time (MWF at 09:00 AM - 10:00 AM), date range (02/01/2023 - 02/29/2024), and location (A 100). Links for 'Modify Request' and 'Cancel Request' are provided for this entry. At the bottom left, there is a contact information section with a phone icon and the text 'Any questions or concerns? Use the following contact information: Phone: (828) 227 - 3886'.

My Dashboard

Home >> My Dashboard >> Overview

Login as User Feature

Back to My Profile

Home

- > My Dashboard
- > My Profile
- > Request for Appointment
- > Additional Documentation
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > My E-Form Agreements

Any questions or concerns?
Use the following contact information:
Phone: (828) 227 - 3886

OVERVIEW

PDF PRINTING FACULTY NOTIFICATION LETTER IN PDF

Note: It may take up to 10 seconds to generate each PDF file.

Select Class:

LIST ACCOMMODATIONS FOR SPRING 2023

Refine Search Result:

Previous Term Term: Spring 2023 Next Term

TEST 100.001 - Test Class One (CRN: X001)

Instructor(s): Ann Kram

Days and Time(s): MWF at 09:00 AM - 10:00 AM

Date Range(s): 02/01/2023 - 02/29/2024

Location(s): A 100

Use the drop-down menu to choose the class you are scheduling an exam for, and click Schedule Exam

My Dashboard

Home >> My Dashboard >> **Alternative Testing**

ALTERNATIVE TESTING

List Class(es) with Alternative Testing as Accommodation

Select Class: **BIOL 828.001 - Test Class One**

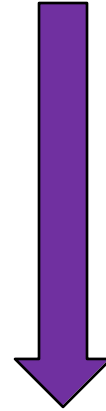
Schedule Exam

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

BIOL 828.001 - Test Class One	View Other Exams
Exam/Midterm - Tuesday, March 07, 2023 - 08:00 AM - 09:30 AM (90)	Modify Request Cancel Request
Status: Approved Location: TBD	
Late Request	
Approved Accommodation(s):	
o Extended time (150%)	
Request Entered on Monday, March 06, 2023 at 01:43:03 PM	
Late Reason: Exam rescheduled last minute	
BIOL 828.001 - Test Class One	View Other Exams

Any questions or concerns?
Use the following contact information:
Phone: **(828) 227 - 3886**

On the next page you will see a yellow alert box with important information.



Scroll down to complete all the required testing information.



Home » My Dashboard » Exam Request

EXAM REQUEST List All Exams Exams for the Current Class Add Exam Request

CLASS: BIOL 828.001 - Test Class One (CRN: X001)

[View All Upcoming Exam Requests](#)

TERMS AND CONDITIONS OF SCHEDULING EXAM

Please read carefully the following terms and conditions of scheduling Alternative Testing in OAR:

- Please be advised that Students must submit their request for OAR Test Proctoring services by 4 pm, at least **three (3) business days** before the test during the semester, and **five (5) business days** before the test during finals week. Business Days do not include weekends.

We accept late requests, but they are contingent on testing room availability, and will not be confirmed until all test proctoring information is received from the instructor.

If you are submitting a test request on the same day as the test, please submit your request, then contact our office at accessibility@wcu.edu or 828-227-3886 to notify us so that we can do our best receive the testing information from the instructor. If you do not receive confirmation from us, please plan on going to the classroom for your exam.

CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
MWF	09:00 AM	10:00 AM	02/01/2023 - 02/29/2024	A 100

Any questions or concerns? Use the following contact information:
Phone: (828) 227 - 3886
[Send an Email](#)

Any questions or concerns? Use the following contact information:
Phone: (828) 227 - 3886
[Send an Email](#)

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out](#)

Exam Detail

Request Type: **Quiz**

Date: **03/08/2023**
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time: **9 AM** **00**

Standard Length of Exam (Specified by Student): **60**

Note: **DO NOT CALCULATE YOUR OWN EXTENDED TIME.** Please enter the time (IN MINUTES) that each student receives for this exam. We will automatically calculate your extended time based on your accommodation.

Services Requested (As Applicable)

Extended time (150%) Manipulation of handheld objects

Use of Computer

Additional Note: Thank you!

Scroll down, agree to the terms and conditions, and click Add Exam Request

Term(s) and Condition(s)

Please indicate that you have read and agreed to the following statement(s):

- If you are requesting to take your exam at a different day or start-time than the rest of the class, please be sure to confirm this with your professor before submitting a test request.
- Please include in this request all approved accommodations that you will require for this upcoming exam so that we can prepare for you (Kurzweil 3000, Use of Computer for Written Responses, Individual Room, paper Copy of E-Quiz/Test, etc).
- If this is an online exam that can be taken from any location (dorm room, library, etc.) please note that you do not need to submit a test request in order to receive your extended time. Please contact your professor and request that they update your extended time on Canvas, Exam Soft or ATI Platform.
- By submitting this test request you are agreeing to the Alternative Testing Procedure that was signed previously in the semester. This can be found on your AIM profile under **My E-Form Agreements**.

[Add Exam Request](#) [Back to Testing Requests Overview](#)

NEED HELP?

- [Access Tutorials](#)
- [Contact Our Office](#)
- [Read Disclaimer](#)

OFFICE OF ACCESSIBILITY RESOURCES

Western Carolina University
1 University Way
Cullowhee, NC 28723

Website: <https://www.wcu.edu/learn/academic-services/disability-services/>
Email Us: accessibility@wcu.edu

Phone: (828) 227 - 3886
Fax: (828) 227 - 7320

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If your request is **late**, you must complete one more step. Select the reason for your late request, agree to the terms, and click Submit Late Exam Request

LATE EXAM NOTICE - ACTION REQUIRED

NOTICE: REQUEST NOT SUBMITTED

This notice is to inform you that your Exam Request is Late. Please read the important information below, and then scroll down to submit your Late Exam Request.

If you are submitting a test request on the same day as the test, please continue to submit your request, then contact our office at accessibility@wcu.edu or 828-227-3886 to notify us so that we can do our best receive the testing information from the instructor. If you do not contact us, we cannot guarantee that we will see your request. If you do not receive confirmation from us, please plan on going to the classroom for your exam.

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 oar testing agreement)

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

Submit Late Exam Request **Back to Exam Detail or Modify Date**

If you do not complete this step, your request **will not be submitted.**

How do I know if my test request was submitted successfully?

There are two ways to check...

1. Check your Catamount email for an automatic confirmation email from accessibility@wcu.edu. The subject line will be [OAR] New Exam Request.
2. In your AIM account, click on Alternative Testing on the left-hand side. All your upcoming scheduled exams will be listed there.

Canceling or Modifying an Exam Request

Login as User Feature

[Back to My Profile](#)

Home

- > My Dashboard
- > My Profile
- > **Request for Appointment**
- > Additional Documentation
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > My E-Form Agreements

Any questions or concerns?
Use the following contact information:

ALTERNATIVE TESTING

List Class(es) with Alternative Testing as Accommodation

Select Class: **BIOL 828.001 - Test Class One**

[Schedule Exam](#)

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

BIOL 828.001 - Test Class One	View Other Exams
Final - Monday, April 17, 2023 - 08:00 AM	Modify Request Cancel Request
Status: Approved Location: 137 Killian Annex	
Late Request	
Approved Accommodation(s):	
◦ Extended time (150%)	
Request Entered on Friday, April 14, 2023 at 02:42:54 PM	
Late Reason: Exam rescheduled last minute	
hi	

To cancel or modify an exam request, log into AIM and click on Alternative Testing on the left-hand side.

Find the request that you wish to cancel or modify and click **Modify Request** or **Cancel Request**.

Then follow the instructions on the next page.