

# How to Submit a Test Request on AIM

Start by logging into your AIM profile. You may access your AIM profile anytime from your **MyWCU** page, under **Quick Links**. AIM is the first Quick Link, **Accessibility Resources (AIM)**.

The screenshot displays the myWCU website interface. At the top, the myWCU logo is on the left, and the user name 'Ann Kram' is on the right. Below the logo is a search menu. The main content area is divided into several sections:

- Announcements:** A banner for 'Student Registration Times' dated FEB 14 12:00 AM, with a 'View All Announcements' link.
- COVID-19 Related Resources for Employees:** A section with a blue background and virus graphics, featuring a 'COVID-19 (Novel Coronavirus)' heading and text about the university's response.
- My Schedule:** A section with a dropdown menu and the text 'Enrolled courses display the first day of classes.'
- Inside WCU:** A section titled 'Just For Ann' with a 'More Stories' button and a 'CATalytics' logo.
- Leave and Time Reporting:** A section with an 'ATTENTION: View BANNER 9 Guides for Employees & Supervisors' notice and three buttons: 'Leave Report Bi-Weekly Timesheet', 'Hourly Employee Student Worker Timesheet', and 'Employee Profile'.
- Quick Links:** A grid of icons for various services. The 'Accessibility Resources (AIM)' link is highlighted with a red box. A blue arrow points from the 'Employee Profile' button in the 'Leave and Time Reporting' section to the 'Accessibility Resources (AIM)' link.

The 'Quick Links' section includes the following items:

- Accessibility Resources (AIM) (highlighted)
- Advising Student Profile
- Advising/Tutoring
- Banner Gateway
- CATalytics
- Canvas
- CataMart
- Curriculum
- eProcurement
- Email (Office 365)
- Event Scheduling
- Ask Madison (chatbot icon)

Continue logging into **AIM** by clicking on **Student or Staff Sign In**.

The screenshot shows the website interface for the Office of Accessibility Resources at Western Carolina University. At the top left, there is a 'Sign In' link. The main header features the Western Carolina University logo and the text 'Office of Accessibility Resources'. Below this is a purple navigation bar with 'Home' highlighted. The main content area is titled 'WELCOME TO ONLINE SERVICES' and contains a section titled 'PLEASE CHOOSE FROM THE FOLLOWING OPTIONS'. This section has two buttons: 'Student or Staff Sign In' (with a mouse cursor icon) and 'New Student Application' (with a power button icon). The 'Student or Staff Sign In' button is circled in red. A footer at the bottom contains 'NEED HELP?' and 'OFFICE OF ACCESSIBILITY RESOURCES'.

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

 **Student or Staff Sign In**

 **New Student Application**

NEED HELP? | OFFICE OF ACCESSIBILITY RESOURCES

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

The screenshot displays the AIM system interface. On the left-hand side, there is a navigation menu with the following items:

- 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** (highlighted with a red circle and a blue arrow)
  - My E-Form Agreements

The main content area is titled "OVERVIEW" and contains the following elements:

- A "Login as User Feature" button labeled "Back to My Profile".
- A section titled "PRINTING FACULTY NOTIFICATION LETTER IN PDF" with a PDF icon. Below this is a note: "Note: It may take up to 10 seconds to generate each PDF file." There is a "Select Class:" dropdown menu with "Select One" selected and a "Generate PDF" button.
- A section titled "LIST ACCOMMODATIONS FOR SPRING 2023" with a "Refine Search Result:" dropdown menu set to "Search All" and a "Refine Search" button.
- A yellow bar indicating the current term: "Term: Spring 2023", with links for "Previous Term" and "Next Term".
- A table listing accommodations for the current term:

Term
TEST 100.001 - Test Class One (CRN: X001)

For the listed accommodation, there are links for "Modify Request" and "Cancel Request".

Below the table, the following details are provided:

- 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

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".

Then, 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**

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**

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):

- 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](#)

Next, a yellow alert box will pop up with important 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:

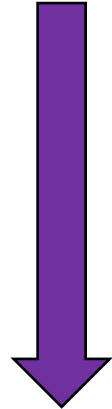
- Please be advised that Students must submit their request for OAR Test Proctoring services by 4 pm, at least **three (3) business days** before the test during the semester, and **five (5) business days** before the test during finals week. Business Days do not include weekends.

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](mailto: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



After reading that, **scroll down** to complete all the required testing information.

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 once more***, read and check the boxes next to the terms and conditions, and then click **Add Exam Request** at the bottom.

**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](mailto:accessibility@wcu.edu)

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

Licensed to Accessible Information Management LLC Copyright © 2010-2023 by Haris Gunadi. All rights reserved.

NOTICE: If you are submitting a **late** request, the system will require you to complete one more submission step.

**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](mailto: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 can I check that my test request was successfully submitted?

There are two ways...

1. You will receive an automatic confirmation from [accessibility@wcu.edu](mailto:accessibility@wcu.edu) with the subject **[OAR] New Exam Request**.
2. On your AIM account, click on **Alternative Testing** on the left-hand side. All your upcoming exams will be listed there.



# If you've read this far, I have one more tip for you!

**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

You can now change or cancel a test request without contacting the OAR! Once you are logged into AIM, click on Alternative Testing to see your upcoming exams. find the upcoming exam that you need to change and click either **Modify Request** or **Cancel Request**. Follow the instructions on the following page to submit your modification or cancellation request.