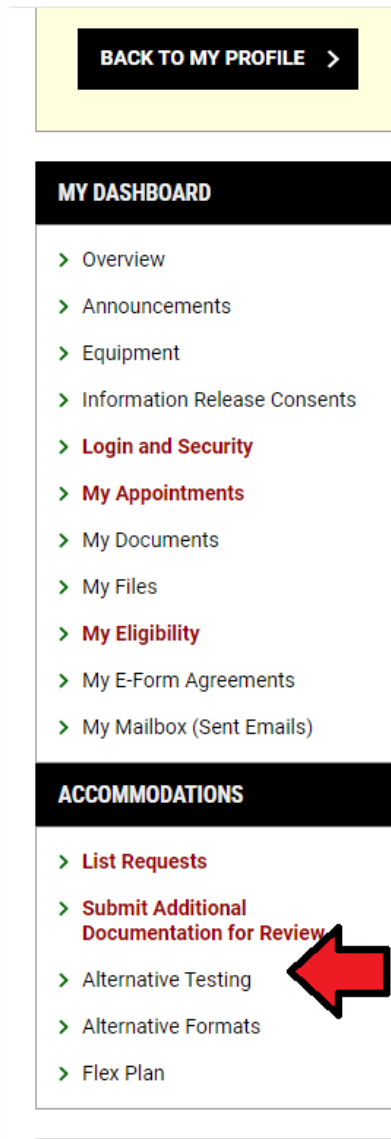


How to Modify an Exam Request on AIM

1. Log into **AIM Student Portal** with your AU username and password. This brings you to the **AIM Student Portal** Dashboard.
2. On the menu under **Accommodations**, select **Alternative Testing**



3. Review the Important Message at the top of the page.

IMPORTANT MESSAGE

Hello!

Welcome to TDS' Alternative Testing! You will use this section to submit exam request, check on the status of exam requests, modify current exam requests, or cancel exam requests with TDS. Before submitting an exam request for your course, please make sure you discuss your exam accommodations and implementation with each of your instructors.

You can make an exam request by selecting your course in the drop down menu and pressing the **"Schedule an Exam"** button below.

To check the status of an exam request, scroll down to **"UPCOMING EXAMS SCHEDULED"** section to put the status of your exam requests.

If you have exam accommodations and are taking online AU courses, you are more than welcome to use the TDS Testing Center for a distraction reduced environment.

If you have any questions or concerns, please reach out to our Testing Specialists at **706-737-1469** or tdstesting.edu

Thanks,
TDS Team

4. Scroll to the bottom of the page to the **"Upcoming Exams Scheduled"** section.

UPCOMING EXAMS SCHEDULED											
View	Status	Location	Course Registration Number	Subject	Course	Section	Type	Exam Date	Time Range	Late	
View	Approved		999996	MATH	00002	7	Quiz	08/05/2024	08:00 AM - 08:45 AM (45)	Yes	
View	Approved		999994	ENGLISH	0005	9	Quiz	08/05/2024	09:00 AM - 09:45 AM (45)	Yes	
View	Processing		999994	ENGLISH	0005	9	Quiz	08/07/2024	10:00 AM - 11:00 AM (60)	Yes	

In this section, you can see the **Status** (approved, pending, etc.), **Exam Information** (such as date and time) and the **Time Range** scheduled for your exam request.

5. To modify an exam request, find the exam request and select the “View” option on the left.

UPCOMING EXAMS SCHEDULED								
	Status	Location	Course Registration Number	Subject	Course	Section	Type	Exam Date
/iew	Approved		999996	MATH	0002	7	Quiz	08/05/2024
/iew	Approved		999994	ENGLISH	0005	9	Quiz	08/05/2024
/iew	Processing		999994	ENGLISH	0005	9	Quiz	08/07/2024

6. Next, select the options you would like to update. If you are updating the exam time and date, make necessary changes and select “Update Exam Request” at the bottom of the page.

EXAM REQUEST

Exam Type* :

Date* :

Time* :

Standard Length Of Exam (In Minutes)* :

Services Requested (As Applicable)* :

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


Computer Extra Time 1.50x
 Private Testing Room* Scantron Alternative
 Stop the Clock Breaks Text-to-Speech Assistive Technology

Additional Note:

FORM SUBMISSION

UPDATE EXAM REQUEST >

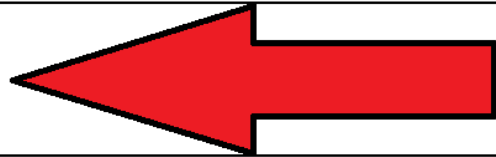
7. You will be required to add a reason for updating your request. For example, Incorrect date entered, professor changed date of exam, exam rescheduled with professor's permission.
8. After you select "**Update Request**", you should receive a **Green Check** notifying you that the request was submitted successfully and sent to "Pending Review". A Testing Specialist will process your request within 24-48 business hours.

 » MY DASHBOARD » ACCOMMODATIONS » **ACCOMMODATION REQUESTS**



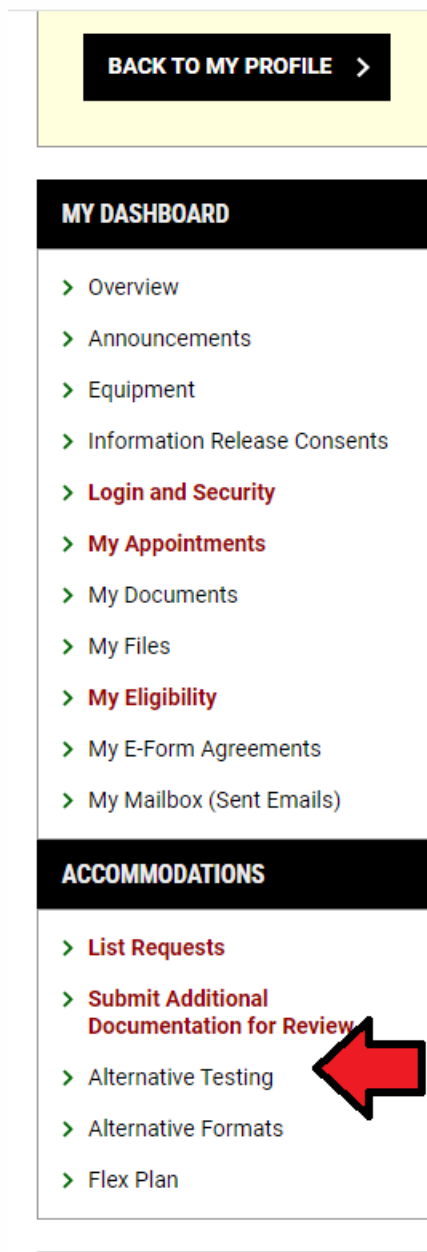
SUCCESS! YOUR ACTION HAS BEEN COMPLETED

The system has successfully saved your action.



How to Cancel an Exam Request on AIM

1. Log into **AIM Student Portal** with your AU username and password. This brings you to the **AIM Student Portal** Dashboard.
2. On the menu under **Accommodations**, select **Alternative Testing**.



3. Review the Important Message at the top of the page.

» MY DASHBOARD » ALTERNATIVE TESTING OVERVIEW ALL EXAM REQUESTS

IMPORTANT MESSAGE

Hello!

Welcome to TDS' Alternative Testing! You will use this section to submit exam request, check on the status of exam requests, modify current exam requests, or cancel exam requests with TDS. Before submitting an exam request for your course, please make sure you discuss your exam accommodations and implementation with each of your instructors.

You can make an exam request by selecting your course in the drop down menu and pressing the "Schedule an Exam" button below.

To check the status of an exam request, scroll down to "UPCOMING EXAMS SCHEDULED" section to put the status of your exam requests.

If you have exam accommodations and are taking online AU courses, you are more than welcome to use the TDS Testing Center for a distraction reduced environment.

If you have any questions or concerns, please reach out to our Testing Specialists at **706-737-1469** or tdstesting.edu

Thanks,
TDS Team

4. Scroll to the bottom of the page to the "Upcoming Exams Scheduled" section.

UPCOMING EXAMS SCHEDULED											
View	Status	Location	Course Registration Number	Subject	Course	Section	Type	Exam Date	Time Range	Late	
View	Approved		999996	MATH	00002	7	Quiz	08/05/2024	08:00 AM - 08:45 AM (45)	Yes	
View	Approved		999994	ENGLISH	0005	9	Quiz	08/05/2024	09:00 AM - 09:45 AM (45)	Yes	
View	Processing		999994	ENGLISH	0005	9	Quiz	08/07/2024	10:00 AM - 11:00 AM (60)	Yes	

In this section, you can see the **Status** (approved, pending, etc.), **Exam Information** (such as date and time) and the **Time Range** scheduled for your exam request.

5. To modify an exam request, find the exam request and select the “View” option on the left.

UPCOMING EXAMS SCHEDULED									
	Status	Location	Course Registration Number	Subject	Course	Section	Type	Exam Date	
/view	Approved		999996	MATH	00002	7	Quiz	08/05/2024	
/view	Approved		999994	ENGLISH	0005	9	Quiz	08/05/2024	
/view	Processing		999994	ENGLISH	0005	9	Quiz	08/07/2024	

6. Next, select the options you would like to update. If you are updating the exam time and date, make necessary changes and select “Update Exam Request” at the bottom of the page.

EXAM REQUEST

Exam Type * :

Date * : ⓘ

Time * :

Standard Length Of Exam (In Minutes) * : ⓘ

Services Requested (As Applicable) * :
Hint: You are required to make a minimum of 1 selections.

Computer Extra Time 1.50x
 Private Testing Room* Scantron Alternative
 Stop the Clock Breaks Text-to-Speech Assistive Technology

Additional Note:

FORM SUBMISSION

UPDATE EXAM REQUEST >

7. This brings you to My Dashboard/Exam Detail.

8. Select/Expand the “Cancel Exam Request” section on the right.


TERMS AND CONDITIONS

Greetings,

Please be aware that your exam request must be reviewed by TDS before approval. Please allow 48 business hours for TDS to process your request.


Thanks,


TDS Team

CANCEL EXAM REQUEST 

If you would like to cancel this exam, please specify cancellation reason below:

Cancellation Reason *:

CANCEL EXAM REQUEST 



9. Enter a cancellation reason and select **“Cancel Exam Request”**.

Additional Note:


FORM SUBMISSION

UPDATE EXAM REQUEST >

10. After your request is updated, it is then sent to “Pending Review”. A Testing Specialist will process your request within 24-48 business hours.

11. After you select **“Cancel Exam Request”**, your request is then submitted to TDS. At the top of the page, you should receive a **Green Check** notifying you that the request was submitted successfully.

[Home](#) » [MY DASHBOARD](#) » [ACCOMMODATIONS](#) » [ACCOMMODATION REQUESTS](#)



SUCCESS! YOUR ACTION HAS BEEN COMPLETED

The system has successfully saved your action.

