

# HOW DO I SCHEDULE AN EXAM OR QUIZ IN THE ODA TEST CENTER?

## AIM Student Access

- Go to this link and log in using your UNT credentials to log into AIM.
  - o [AIM Student Login](#)

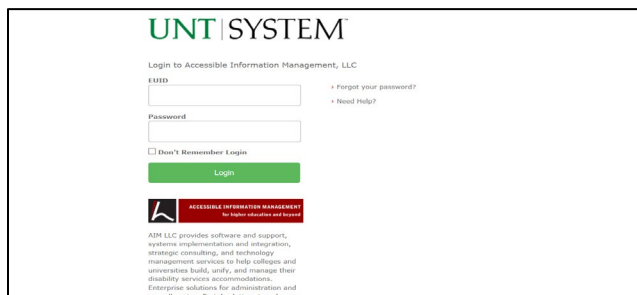


Figure 1: : Image of AIM Service/Accommodation offerings in Student Profile.

In the left side of the webpage, under "**My Accommodations**", select "**Alternative Testing**".

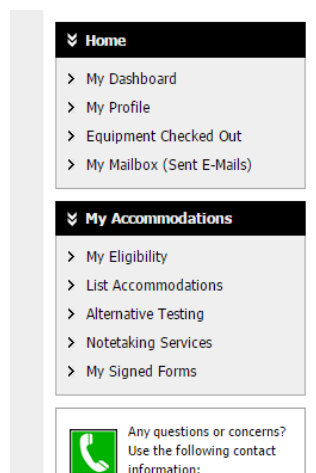


Figure 2: Image of AIM Service/Accommodation offerings in Student Profile

Under "**Alternative Testing Agreement**", click on the dropdown box to "**Select Class**" for which you would like to schedule an exam/quiz to take in the ODA Test Center.

Click on "**Schedule an Exam**".

Click "**Request Type**" to select the type of test you will be taking in the ODA Test Center: quiz, exam/mid-term, or final.

"**Enter date**" you are requesting to take your exam/quiz (Optimal: seven days' notice).

"**Enter time**" (choose your class time unless you and the instructor have agreed on an alternate start time which has been communicated to the Test Center by the Instructor) \*All exams must end by 8:30 PM Monday-Thursday and 4:30 PM Friday.

In the "**Services Requested**" box, choose the accommodations you want to use for the exam.

Click **“Add Exam Request”**.

**Exam Detail**

Request Type\*: **Select One** ▾

**View: Exam Schedule Availability**

Date\*:

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

Time\*: **Select** ▾ **Select** ▾

**Services Requested\***

<input type="checkbox"/> Access to Text to Speech Software for Exams	<input type="checkbox"/> Calculator
<input type="checkbox"/> Enlarged Materials for Exams	<input type="checkbox"/> Exams Printed on Colored Paper
<input type="checkbox"/> Extended Time for Exams (1.5x)	<input type="checkbox"/> Extended Time for Exams (2.5x)
<input type="checkbox"/> Extended Time for Exams (2x)	<input type="checkbox"/> Extended Time for Exams (3x)
<input type="checkbox"/> Extra Time 1.50x	<input type="checkbox"/> Extra Time 2.00x
<input type="checkbox"/> Reader support	

Additional Note:

**Add Exam Request**      **Back to Testing Requests Overview**

Figure 3: Image of information included in AIM's exam detail such as request type, date of exam, time of exam, services/accommodations requested, and any additional notes student would like to add.

At the top of the screen you will see: **“System Update Successful”** and receive a confirmation email.

## HOW DO I MODIFY MY EXAM OR QUIZ REQUEST IN AIM?

1. Click on **“Alternative Testing”** on the left of your dashboard. This takes you to the list of your exam requests.
2. Find the exam you wish to change.
3. Click **“Modify Request”** on the right of the exam requested.
4. Make your changes on the **“Exam Detail”** form.
5. Click **“Update Exam Request”** at the bottom of your screen.

## HOW DO I CANCEL MY EXAM OR QUIZ REQUEST IN AIM?

1. Click **“Alternative Testing”** on the left of your dashboard.  
This takes you to the list of your exam requests.
2. Click **“Cancel Request”** on the right of the exam requested.  
You will be taken to an exam cancellation confirmation page.