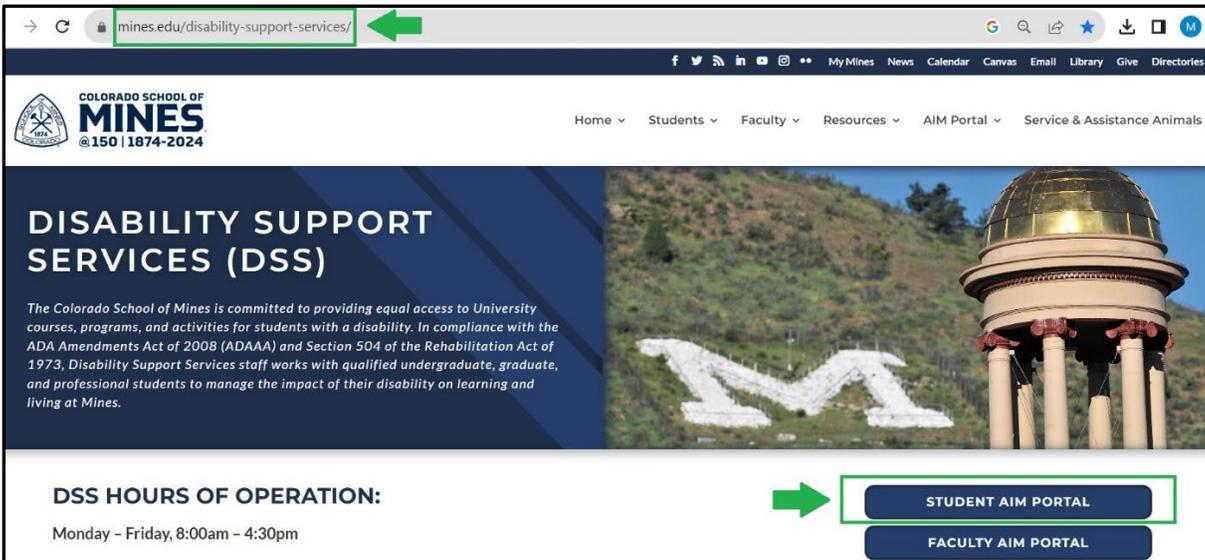


Submit, Modify, and Cancel Exam Requests in AIM

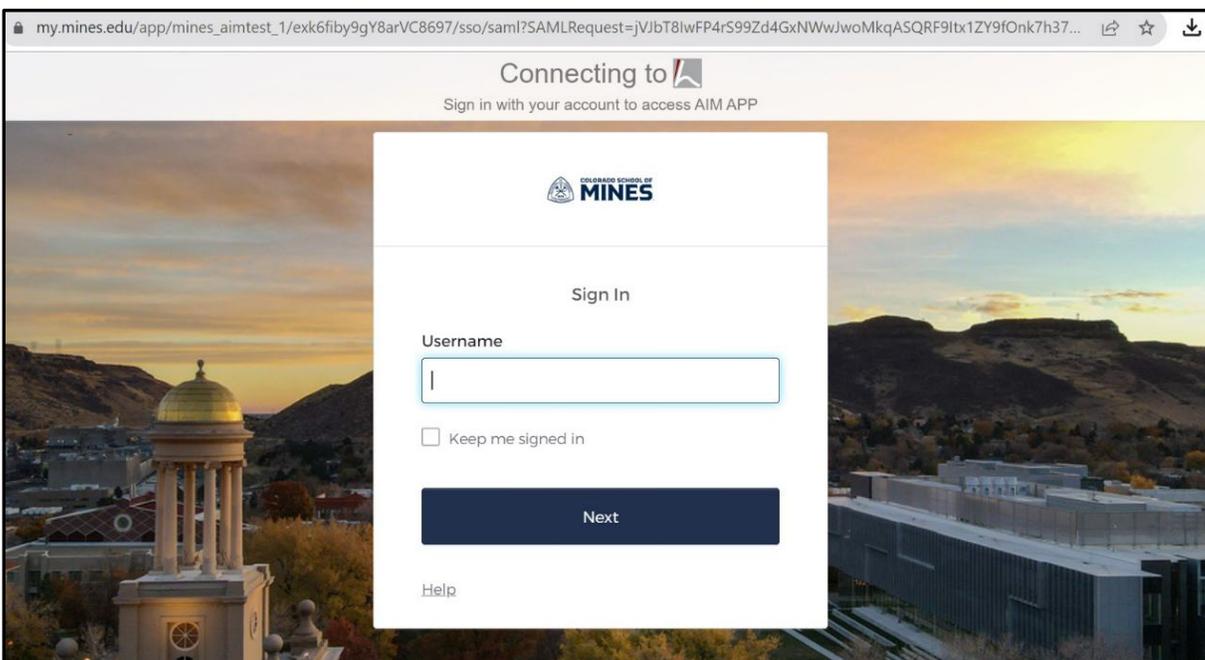
Students need to send Faculty Notification Letters to access the Alternative Testing module in AIM.

Submit Exam Requests

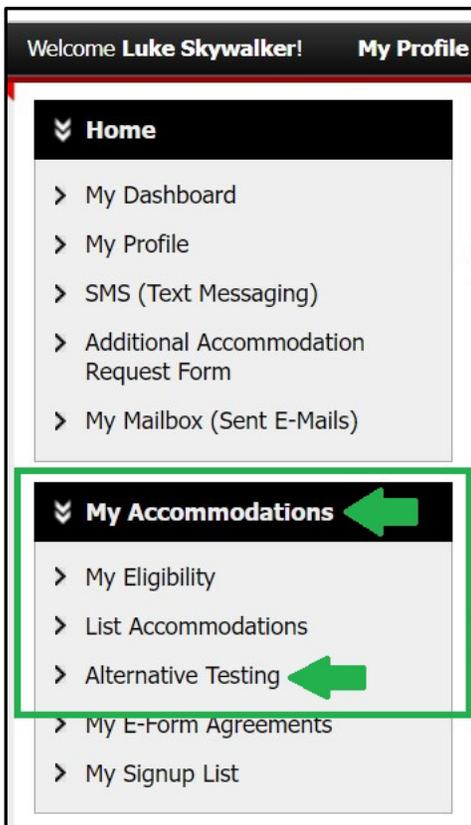
Step 1: Go to mines.edu/disability-support-services/ and click **Student AIM Portal**.



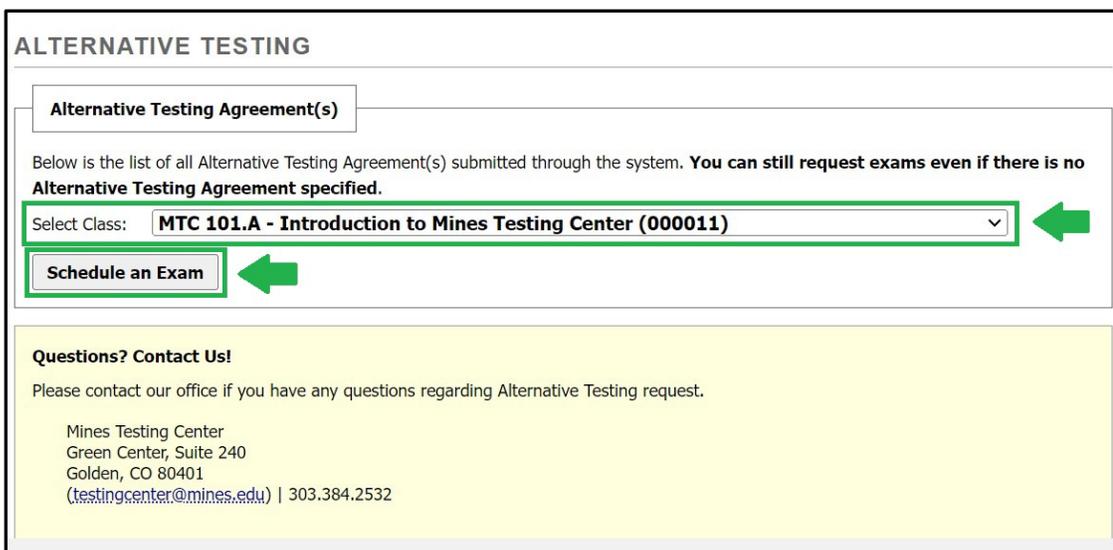
Step 2: Log in to the Student AIM Portal with your Mines username and password.



Step 3: In the navigation pane on the left, under **My Accommodations**, click **Alternative Testing**.



Step 4: In the **Alternative Testing** section, expand the **Select Class** drop-down list and select the course you wish to schedule an exam. Click the **Schedule an Exam** button.



Step 5: Read the **Terms and Conditions of Schedule Exam** in the yellow box prior to scheduling an exam.

EXAM REQUEST

CLASS: MTC 101.A - Introduction To Mines Testing Center (CRN: 000011)

 **TERMS AND CONDITIONS OF SCHEDULING EXAM**

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

- Your alternative testing agreement allows you to request the following type of exam(s):
[View: Exam.Schedule.Availability](#)
- FIVE (5) BUSINESS DAYS' NOTICE** is required to schedule quizzes, in-class exams, and common hour exams.
 - Monday, November 20th by 5pm** = deadline to submit Fall 2023 final exam requests.
 - Late requests:** The MTC strives to process every late quiz and exam request. However, for various reasons, it is not guaranteed the MTC will be able to approve all late quiz and exam requests.

REQUIRED: When submitting exam requests outside the regular scheduled quiz or exam time, you must leave a note explaining why and that you have professor approval.

Step 6: In the **Exam Detail** section, enter all testing information in the required fields, then click **Add Exam Request**.

If you are requesting an alternate day/time, include a note explaining why and that you have professor approval in the Additional Note text box.

Exam Detail

Alternative Testing Agreement Type: **Testing Agreement**

Request Type *: **In-class exam** 

[View: Exam Schedule Availability](#)

Date *: **09/22/2023**  

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

Time *: **9 AM**  **30**  

Services Requested (As Applicable) * 

Extra Time 1.50x Minimum Distraction Environment

Required Technology (If Applicable)

CSM Lab Computer with Specialized Software MTC Computer/Tablet for Accommodation(s)

Personal Computer

Additional Note: This textbox is where students requesting an alternate day/time will leave a brief explanation explaining why and that they have professor approval.

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

Step 7: When an exam request is successfully added, the following confirmation will appear at the top of the page.

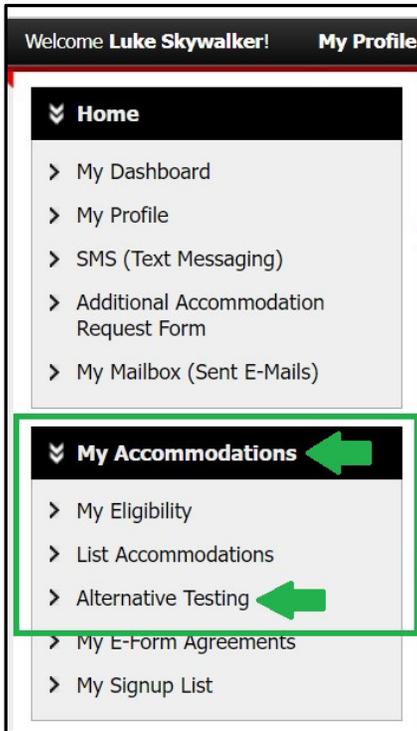
EXAM REQUEST

 **SYSTEM UPDATE IS SUCCESSFUL**

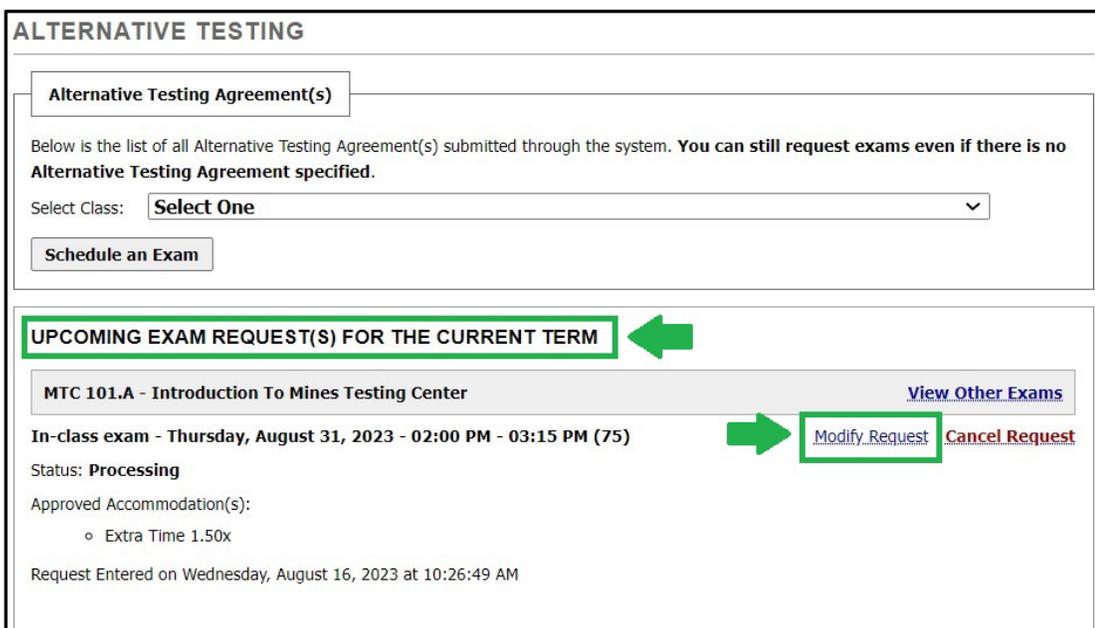
The system has successfully processed your request.

Modify Exam Requests

Step 1: In [AIM](#), go to the navigation pane on the left, under **My Accommodations**, click **Alternative Testing**.



Step 2: Find the exam request you want to modify in the **Upcoming Exam Request(s) for the Current Term** section and click **Modify Request**.



Step 3: In the **Exam Detail** section, edit the fields that need to be updated and include a brief explanation why you are modifying the request, then click **Update Exam Request**.

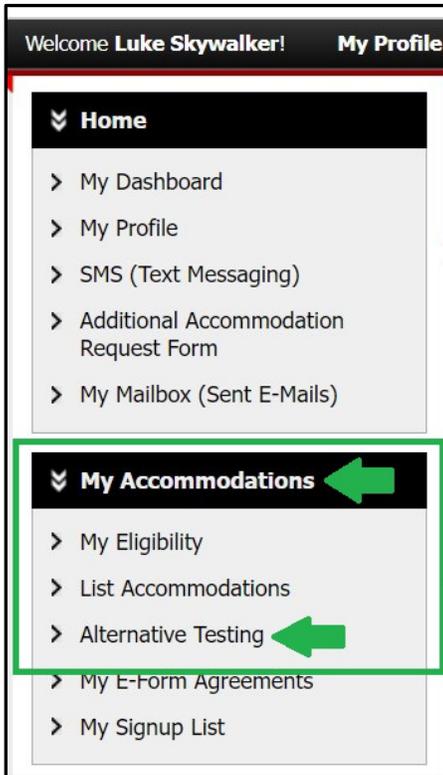
The screenshot shows the 'Exam Detail' form. At the top, it says 'Exam Detail'. Below that, 'Alternative Testing Agreement Type: Testing Agreement'. 'Request Type *': In-class exam. There is a link 'View: Exam Schedule Availability'. 'Date *': 09/04/2023. Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010). 'Time *': 2 PM, 00. There are two sections: 'Services Requested (As Applicable) *' with 'Extra Time 1.50x' checked and 'Minimum Distraction Environment' unchecked; and 'Required Technology (If Applicable)' with 'CSM Lab Computer with Specialized Software', 'Personal Computer', and 'MTC Computer/Tablet for Accommodation(s)' unchecked. The 'Additional Note / Reason to Modify *' field contains 'Professor moved exam from 8/31 to 9/4.' and is highlighted with a green box. A green arrow points from this box to the 'Update Exam Request' button, which is also highlighted with a green box. Another green arrow points from the 'Update Exam Request' button to the 'Back to Testing Requests Overview' button.

Step 4: When an exam request is successfully updated, the following confirmation will appear at the top of the page.

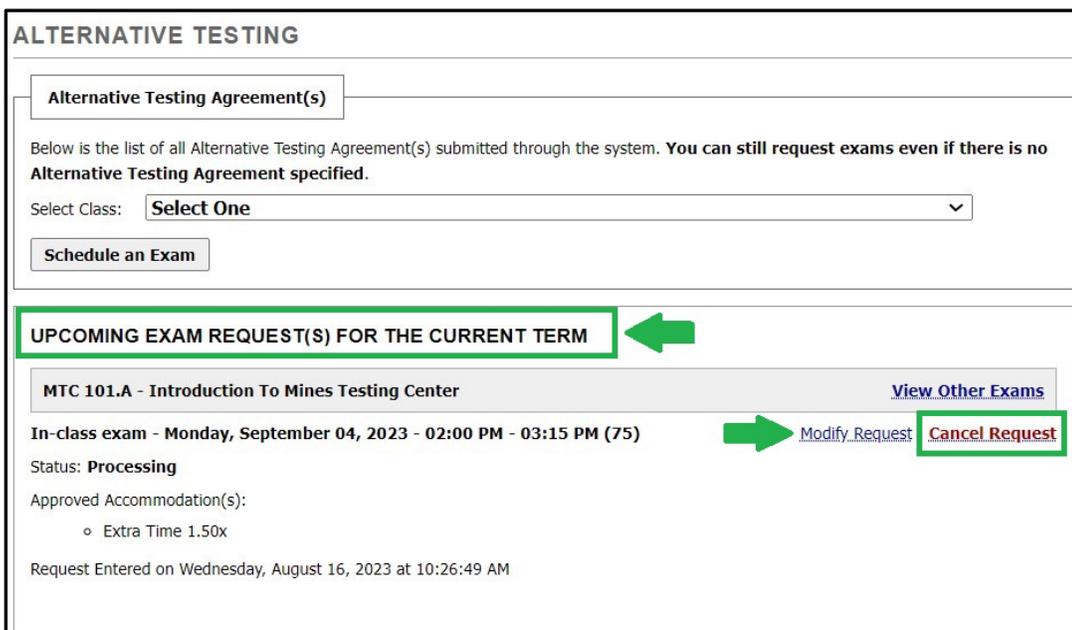
The screenshot shows a confirmation message. At the top, it says 'EXAM REQUEST'. Below that, there is a green checkmark icon and the text 'SYSTEM UPDATE IS SUCCESSFUL'. Underneath, it says 'The system has successfully processed your request.'

Cancel Exam Requests

Step 1: In [AIM](#), go to the navigation pane on the left, under **My Accommodations**, click **Alternative Testing**.



Step 2: Find the exam request you want to cancel in the **Upcoming Exam Request(s) for the Current Term** section and click **Cancel Request**.



Step 3: In the Exam to Be Cancelled section, click **Confirm Cancellation**.

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

CLASS: MTC 101.A - Introduction To Mines Testing Center (CRN: 000011)

 **IMPORTANT NOTICE**

If you are needing to reschedule your current exam request, please select "**Do Not Cancel and List All Exams**" below and use the "**Modify Request**" option to reschedule your exam to a different date and/or time.

If you accidentally cancelled your exam, please contact our office as soon as possible.

Disability Support Services
1225 17th St
disabilitysupport@mines.edu
disabilities.mines.edu

Exam to Be Cancelled

Class: **MTC 101.A - Introduction to Mines Testing Center**

Date: **Monday, September 04, 2023**

Time: **02:00 PM**



Step 4: When an exam request is successfully cancelled, the following confirmation will appear at the top of the page.

EXAM REQUEST

 **SYSTEM UPDATE IS SUCCESSFUL**

The system has successfully processed your request.

Please contact the Mines Testing Center (MTC) with questions or concerns.

Email: testingcenter@mines.edu

Phone: 303-384-2532