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.

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.*
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.

![Exam Detail Section]

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

![EXAM REQUEST]

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**.

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

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

Email: testingcenter@mines.edu

Phone: 303-384-2532