

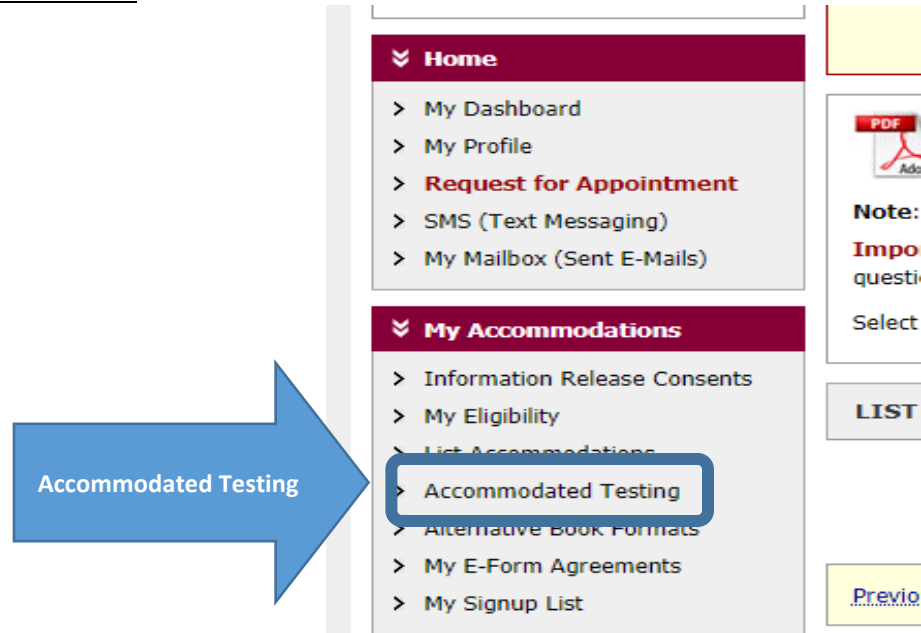
# How to Submit a Testing Request

## Quick Guide

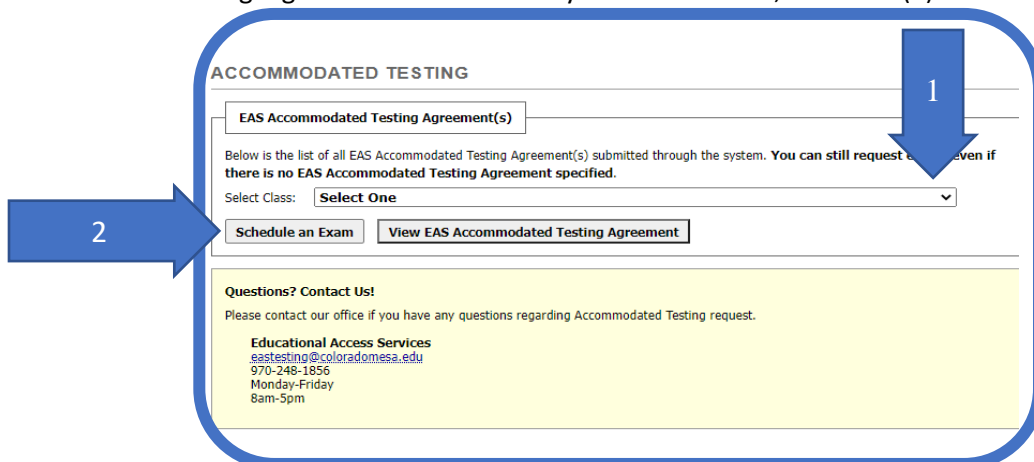
1. To sign in start from the CMU website or MavZone, navigate through the tabs of “Getting Help,” and “Accessibility Services.” This will take you to EAS’s webpage, scroll down to see the red “AIM Portal” button. You might be prompted to sign in. Use your Mavzone username and password.


2. You will be directed to your personal AIM Overview. On the left-hand side you will then select “Accommodated Testing” under My Accommodations.



3. You will be directed to a scheduling window. (1st) select your class using the carrot in the drop-down menu, then highlight and select the class you have a test in, and then (2) click “Schedule an Exam” button.



The screenshot shows the 'ACCOMMODATED TESTING' scheduling window. At the top, there is a section titled 'EAS Accommodated Testing Agreement(s)'. Below this, there is a text box containing the text: 'Below is the list of all EAS Accommodated Testing Agreement(s) submitted through the system. You can still request a test even if there is no EAS Accommodated Testing Agreement specified.' Below the text box, there is a 'Select Class:' label followed by a drop-down menu with 'Select One' selected. Below the drop-down menu, there are two buttons: 'Schedule an Exam' and 'View EAS Accommodated Testing Agreement'. A blue arrow labeled '1' points to the drop-down menu, and a blue arrow labeled '2' points to the 'Schedule an Exam' button. At the bottom of the window, there is a 'Questions? Contact Us!' section with the text: 'Please contact our office if you have any questions regarding Accommodated Testing request.' Below this, there is contact information for 'Educational Access Services': 'eastesting@coloradomesa.edu', '970-248-1856', 'Monday-Friday', '8am-5pm'.



If you receive an Alert, such as this, it means that you haven't sent your accommodations yet. You will need to do this first before you can schedule a test for this class.

4. You will be directed to an Exam Request form. The AIM system will use the information you enter, to generate an appointment on the EAS schedule and automatically email an exam request to your professor. You will receive an email with your scheduled exam information when it has been approved by EAS
- The class schedule will populate above the form.
  - Select the test type - Exam Quiz or Final
  - Select the testing date via the calendar or type it into the box– keep in mind the system requires a 2-digit month, a 2-digit day, and a 4-digit year
  - Select the hour and minute you will start the test.
- Remember:** Students should schedule accommodated tests for the same time the **WHOLE** class is scheduled to take the test. If there are extenuating circumstances **AND** you must test at a time different from your classmates, please use the “Additional Note” box to explain. If you are scheduling an exam within 48 hours or less of the test time you will be required to provide a reason for your late request.
- Select your approved testing accommodation(s) that you wish to use for the specific exam
  - Then click “Add Exam Request.”

CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
MTWRF	08:00 AM	08:50 AM	05/31/2021 - 06/04/2021	H 139

**Exam Detail**

EAS Accommodated Testing Agreement Type: **Standard: Summer 2021**

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 (As Applicable) \*:

Extra Time 1.50x  Reduced Distraction Environment

Additional Note:

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

**Don't Forget - Talk to your professor to make sure you both know the arrangements for the exam.**