Request Exam in EAS in AIM Platform

How to request to take exams in EAS with accommodations.

1. Navigate to AIM Portal

You might be asked to sign in - use your MAVzone username and password.

Please Read and Sign any Accommodation Use Agreements when prompted.
2 Click "Alternative Testing"

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Under Schedule Exam, select the course you are taking the exam in by clicking the dropdown menu.

Click "SCHEDULE AN EXAM"
Steps for if Instructor has completed Testing Agreement and indicated testing dates

4. IF the instructor has completed the testing agreement and indicated testing dates, you can select from the Available Exam Dates dropdown. Confirm the details that are filled in automatically and change if necessary.
Steps for if Instructor has NOT completed Testing Agreement or NOT indicated testing dates
IF the instructor has not completed the Testing Agreement: In the Exam Request, use the dropdown under "Exam Type" to indicate the exam type as instructed by your professor.

Type the Date or use the Calendar Icon to select a date to indicate the day you are taking the exam.
8. Use the dropdown under Time to indicate what time you will start the exam.

9. You will need to input the length of the exam in minutes WITHOUT extra time. This can be changed later if you are unsure of the length of time permitted.
Select all accommodations you are requesting to use on the exam.

Finals Steps for Exam Request with/without Instructor Testing Agreement
If you need to take the exam at an alternate time use the "Additional Note:" field to explain. This is a REQUEST field and requests may be denied.

Click "ADD EXAM REQUEST"
To view successfully submitted Exam Requests, Click "Alternative Testing," and Click "View" to see details for request or modify the request.
Additional Notes:

Schedule conflict