

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.

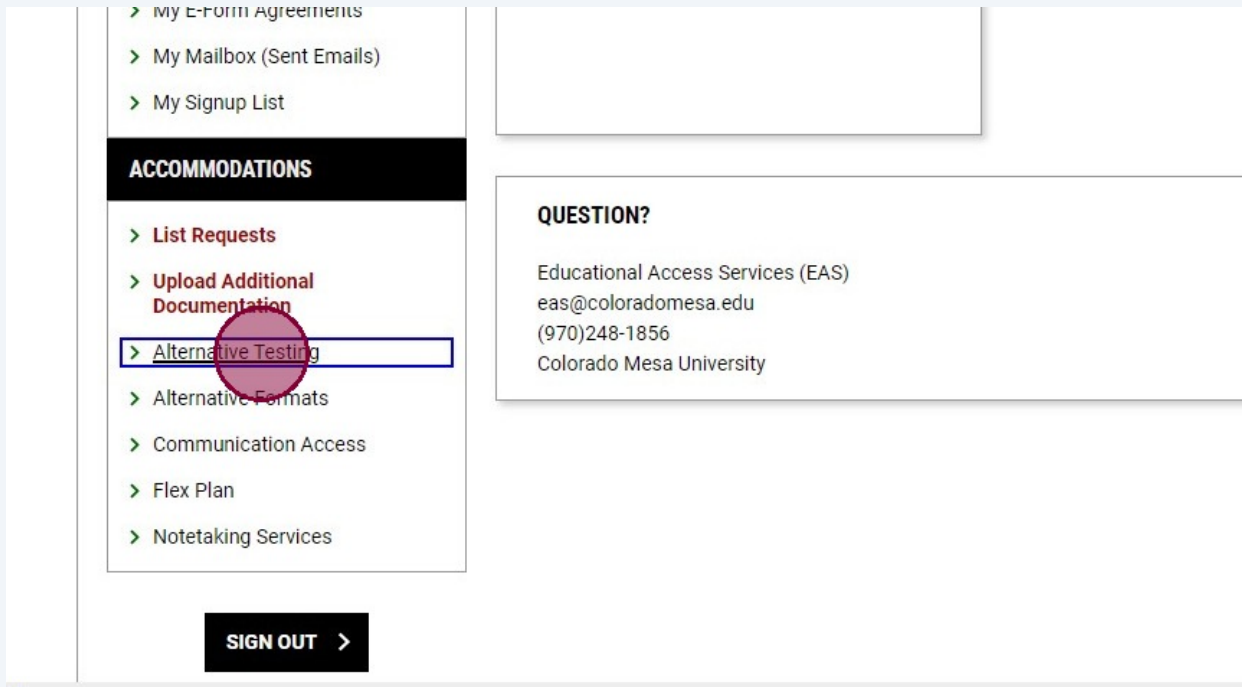
Please Read and Sign any Accommodation Use Agreements when prompted.



The screenshot shows the login interface for Colorado Mesa University. At the top center is the university's logo, which consists of a stylized 'CMU' monogram in maroon and gold, followed by the text 'COLORADO MESA UNIVERSITY' in a serif font. Below the logo are two input fields: the first is labeled 'Username' with a person icon on the left, and the second is labeled 'Password' with a lock icon on the left and an eye icon on the right. A large maroon button with the text 'Log in to your account' is positioned below the password field. Underneath the login button are two smaller grey buttons: 'Change my password' and 'I forgot my password'. At the bottom of the form, there is a line of text: 'If you need help with your password, please contact the CMU IT Help Desk at 970.248.2111'.

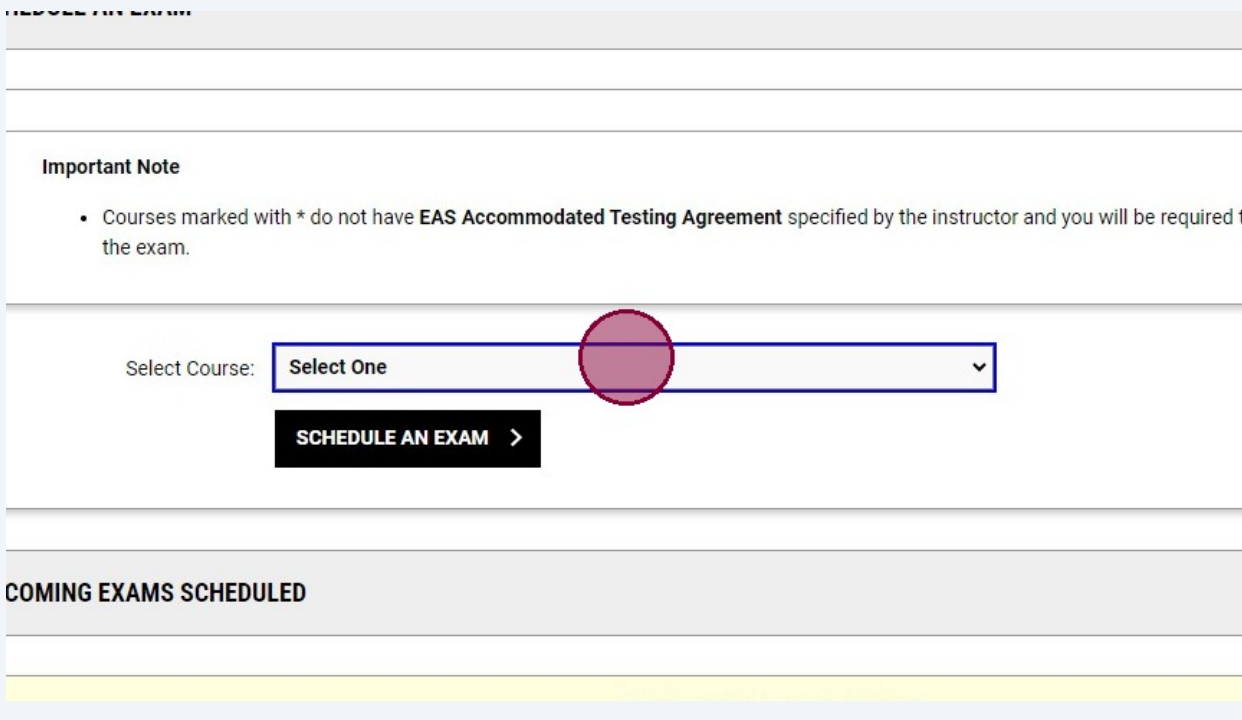
2

Click "Alternative Testing" from the left menu under Accommodations or the 3-line menu on a mobile device.



3

Under Schedule Exam, Select the course you are taking the exam for by clicking the dropdown menu. Click "SCHEDULE AN EXAM"



ents

Important Note

- Courses marked with * do not have **EAS Accommodated Testing Agreement** specified by the instructor and you must schedule the exam.

Select Course: EAT 100.001 - EAS ACCOMMODATED TESTING (CRN: X202403)* ▼

SCHEDULE AN EXAM >

UPCOMING EXAMS SCHEDULED

No Upcoming Exams Scheduled

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.

SCHEDULE AN EXAM
REQUEST
UPCOMING EXAMS
ALL EXAM REQUESTS

ACCOMMODATED TESTING (CRN: X202403)

COURSE

EAT 100.001 - EAS ACCOMMODATED TESTING (CRN: X202403)*

2024

Exams at the same time as the class or as soon as possible in the event of a class schedule conflict, confirmation of the request or contact for assistance.

EXAM REQUEST

Available Exam Dates *

Select One
▼

Date * : ⓘ

mm/dd/yyyy
📅

Time * :


Select One



Exam - Thursday, August 15, 2024 (10:00 AM)

Services Requested (As Applicable) * :

5 Select all accommodations you are requesting to use on the exam.

same time as the class or as of a class schedule conflict, request or contact

08/15/2024 

Time* :
9 AM  00 

Services Requested (As Applicable)* :

Hint: You are required to make a minimum of 1 selections.

Computer for Essay/Short Answer Questions Extra Time 1.50x

Reader or Text-to-Speech

Total Exam Length:
50 Minutes

Exam Ends At:
09:00 AM + 50 Minutes = 09:50 AM

6 Continue to the Final Steps for Exam Request section of this guide to finish adding the exam request.

Steps for if Instructor has NOT completed Testing Agreement or NOT indicated testing dates

7

IF the instructor has not indicated exam dates: In the Exam Request, use the dropdown under "Exam Type" to indicate the exam type as instructed by your professor.

The screenshot shows a user interface with a sidebar on the left and a main content area. The sidebar has a 'MY DASHBOARD' section with links like 'Overview', 'Announcements', 'Equipment', 'Information Release Consents', 'Login and Security', 'My Appointments', 'My Files', 'My Eligibility', 'My E-Form Agreements', 'My Mailbox (Sent Emails)', and 'My Signup List'. Below this is an 'ACCOMMODATIONS' section. The main content area has a yellow header for 'IMPORTANT MESSAGE' and a text block: 'Your professor will be notified of your request. If you have questions, please contact...'. Below that is the 'EXAM REQUEST' form. The 'Exam Type' dropdown is highlighted with a red circle and contains the text 'Select One'. Other fields include 'Date' with a calendar icon, 'Time' with two 'Select' dropdowns, and 'Standard Length Of Exam (In Minutes)'.

8

Type the Date or use the Calendar Icon to select a date to indicate the day you are taking the exam. This should be the same as the rest of the class

This screenshot is similar to the one above but shows the 'Date' field in the 'EXAM REQUEST' form. The 'Exam Type' dropdown is now set to 'Exam'. The calendar icon next to the 'Date' input field is highlighted with a red circle. The sidebar and 'IMPORTANT MESSAGE' header are also visible.

9

Use the dropdown under Time to indicate what time you will start the exam. This should be the same as the rest of the class.

The screenshot shows a sidebar menu on the left with the following items: Information Release Consents, Login and Security, My Appointments, My Files, My Eligibility, My E-Form Agreements, My Mailbox (Sent Emails), My Signup List, ACCOMMODATIONS, List Requests, Upload Additional Documentation, Alternative Testing, Alternative Formats, and Communication Access. The main form area contains: Exam Type * (Exam), Date * (08/13/2024), Time * (Select), Standard Length Of Exam (In Minutes) * (empty input field), Services Requested (As Applicable) * (Hint: You are required to make a minimum of 1 selections), Computer for Essay/Short (checkbox), and Extra Time 1.50x (checkbox). A red circle highlights the 'Time *' dropdown menu.

10

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.

The screenshot shows a sidebar menu on the left with the following items: My Files, My Eligibility, My E-Form Agreements, My Mailbox (Sent Emails), My Signup List, ACCOMMODATIONS, List Requests, Upload Additional Documentation, Alternative Testing, Alternative Formats, Communication Access, Flex Plan, and Notetaking Services. The main form area contains: Date * (08/13/2024), Time * (9 AM), Standard Length Of Exam (In Minutes) * (input field with a red circle), Services Requested (As Applicable) * (Hint: You are required to make a minimum of 1 selections), Computer for Essay/Short Answer Questions (checkbox), Extra Time 1.50x (checkbox), and Reader or Text-to-Speech (checkbox). A red circle highlights the 'Standard Length Of Exam' input field.

11 Select all accommodations you are requesting to use on the exam.

Standard Length Of Exam (In Minutes) * : ⓘ

50

Services Requested (As Applicable) * :

Hint: You are required to make a minimum of 1 selections.

Computer for Essay/Short Answer Questions Extra Time 1.50x

Reader or Text-to-Speech

Total Exam Length:

50 Minutes

Exam Ends At:

09:00 AM + 50 Minutes = 09:50 AM

Required Technology (If Applicable):

Computer - D2L or other Computer - no internet

Finals Steps for Exam Request with/without Instructor Testing Agreement

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Select the "Required Technology" for your exam. Paper exam is for assessments given in class without a computer. D2L or other online exam is for assessments requiring computer access to complete.

Exam Ends At:
Not Available

Required Technology* :

Hint: You are required to make a minimum of 1 selections.

Accommodation Technology D2L or other online exam

Paper Exam (No Computer)

Additional Note:

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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. It is NOT for accommodation requests.

Exam Ends At:
09:00 AM + 1 Hr 15 Min = 10:15 AM

Required Technology (If Applicable):

Computer - D2L or other online program Computer - no internet

Additional Note:

FORM SUBMISSION

ADD EXAM REQUEST >

BACK TO LIST >

14 Click "ADD EXAM REQUEST"

Additional Note:
Schedule conflict

FORM SUBMISSION

[ADD EXAM REQUEST](#) [BACK TO LIST >](#)

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15 To view or modify upcoming exam requests: Click "Alternative Testing" and Click "View" next to the scheduled exam.

Click "UPDATE EXAM REQUEST" if making any changes to the request.

UPCOMING EXAMS SCHEDULED

| View | Status | Location | CRN |
|----------------------|------------------------|------------------|---------|
| View | Waiting for Instructor | To Be Determined | X202403 |