

# Scheduling Course Exams with the Office of Testing Services

AIM Student Portal

[test.uark.edu](https://test.uark.edu)

# Scheduling Exams in AIM

## A few things to do first:

1. Be sure the Faculty Notification Letter for that class has been sent and received by the instructor.
2. Communicate with your instructor!
3. Know if your instructor proctors the exam in the department, or the exam is remote/outside of class (take home). You do not schedule remote/outside of class exams in AIM.
4. Plan ahead! Testing Services needs at least five (5) business days before the scheduled regular in-class exam and at least two weeks prior to the beginning of finals week to approve requested exam appointments.
5. If possible, submit all exam dates including the final at the beginning of the semester. Those dates should be listed in your course syllabus.



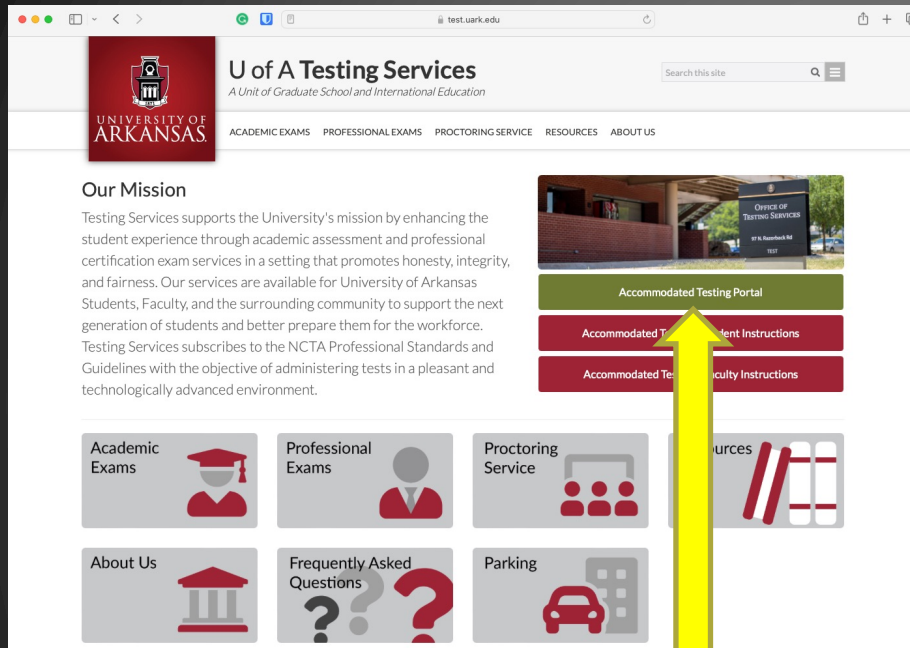
# Quick Overview

1. Log into your Student Portal in [AIM](#) by visiting test.uark.edu and clicking on Accommodated Testing Portal.
2. Click “Alternative Testing” link on left sidebar under “Accommodations”.
3. Select course from drop down menu in “Alternative Testing” section.
4. Click “Schedule An Exam”.
5. Fill out Exam Request section.
6. Read the Terms and Conditions.
7. Click “Schedule An Exam”.

## Helpful Tips:

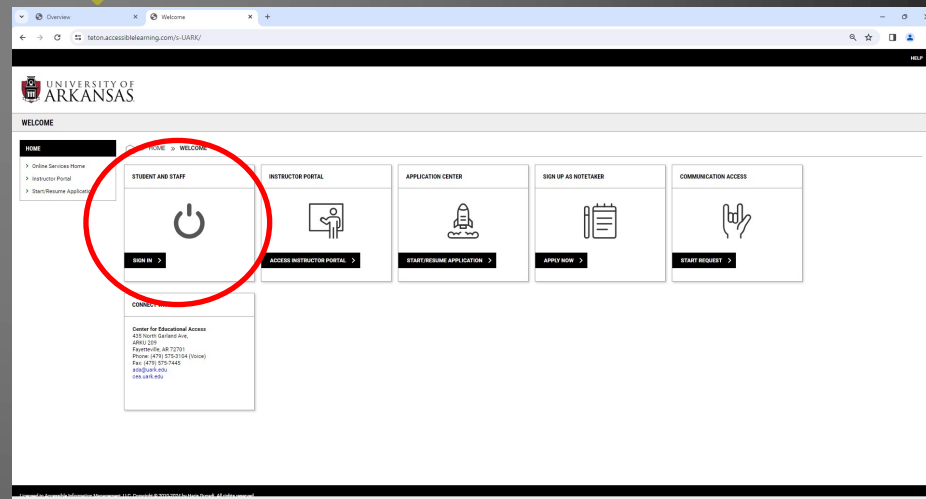
- The Faculty Notification Letter must be approved and sent to your Professor as soon as possible.
- Contact your Professor regarding your accommodations to see if they will be handled in the classroom setting or proctored by Testing Services.
- Your Professor must complete a Testing Agreement for the course (if Testing Services is proctoring) before you will be able to make an exam appointment request in AIM.
- All student e-Forms must be signed before you can schedule exam appointments each semester.
- Submit exam requests for the entire semester if possible.
- Keep track of your exam requests in your Student Portal by clicking on “Alternative Testing” and scrolling down slightly to see your pending appointment(s).
- Modifying or Cancelling exam appointments can be done by clicking on the “View” link at the left of the appointment information.

# AIM Student Portal Log in



1. Go to test.uark.edu and click on "Accommodated Testing Portal"

2. Click on "Sign In" in the Student and Staff box. Log in to your Portal using applicable login ID and password.



# “My Dashboard”

- Once logged in, your “OVERVIEW” page will show.
- If you have any E-Forms that need to be signed, you will see a popup similar to what is being shown.
- Click “Close” and go to the “My E-Form Agreements” link to take care of the form(s). You will not be able to make appointments until this is resolved.

The screenshot shows a web browser window with the URL `teton.accessiblelearning.com/UARK/dashboard/Default.aspx`. The page header includes the University of Arkansas logo and the text "UNIVERSITY OF ARKANSAS". Below the header, there is a navigation bar with "OVERVIEW" and "MY DASHBOARD" links. The "MY DASHBOARD" link is highlighted with a yellow box. In the "MY DASHBOARD" section, the "My E-Form Agreements" link is circled in red. A popup titled "REQUIRED E-FORM AGREEMENTS" is displayed, showing that the student has 6 required E-Form Agreements. The list includes: Document Conversion eAgreement, Intermittent Adjustment to Attendance and Coursework, Non-Lecture Course (NLC) Accommodations, Note-taking Services eAgreement (update: 11/21/2023), Reasonable Extension of Assignment Deadlines, and YOUR Accommodation Responsibilities. A "CLOSE" button is visible in the bottom right corner of the popup. The background of the dashboard shows a section for "Accommodation Requests 2024 - SPRING" with a large number "4" and a list of requests for various courses.

# “My Dashboard”

- On the left-hand side, under “Accommodations”, click on the “Alternative Testing” link.
- Your next screen will be where you will schedule an exam appointment for the applicable course.

The screenshot displays the 'My Dashboard' page for Teton Accessible Learning. The browser address bar shows the URL: [teton.accessiblelearning.com/UARK/dashboard/](https://teton.accessiblelearning.com/UARK/dashboard/). The page is titled 'OVERVIEW' and includes a breadcrumb trail: Home > MY DASHBOARD > OVERVIEW.

**MY DASHBOARD**

- > Overview
- > Announcements
- > Equipment
- > **Login and Security**
- > **My Appointments**
- > My Documents
- > My Files
- > **My Eligibility**
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

**ACCOMMODATIONS**

- > List Requests
- > Course Syllabus
- > **Alternative Testing**
- > Alternative Formats
- > Communication Access
- > Notetaking Services
- > Video Captioning

**Accommodation Requests 2024 - SPRING**

**4**  
Number of Requests  
[View Request Detail](#)

[Add Requests](#)

**List of Accommodation Requests:**

- CEAS 001.01 - CEA SECOND EXAMPLE COURSE (CRN: 4321)
- CEAS 3948.001 - TESTING SERVICES EXAMPLE COURSE (CRN: 3948)
- CEAS 5432.001 - CEA EXAMPLE THREE COURSE (CRN: 1243)
- CEAS 9998.001 - CEA EXAMPLE COURSE (CRN: 9998)

**QUESTION?**

**Center for Educational Access**  
435 North Garland Ave,  
ARKU 209  
Fayetteville, AR 72701  
Phone: (479) 575-3104 (Voice)

# “My Dashboard”

The screenshot shows a web browser window with the URL `teton.accessiblelearning.com/UARK/dashboard/Testing.aspx`. The page has a red header bar with the text "Hi Darth! (Login As User)" on the left and "HELP" and "SIGN OUT" on the right. Below the header is the University of Arkansas logo and the text "UNIVERSITY OF ARKANSAS". The main content area is titled "ALTERNATIVE TESTING". On the left side, there is a sidebar with a "MY DASHBOARD" section containing links: Overview, Announcements, Equipment, Login and Security, My Appointments, My Documents, My Files, My Eligibility, My E-Form Agreements, and My Mailbox (Sent Emails). Below this is an "ACCOMMODATIONS" section with links: List Requests, Course Syllabus, and Alternative Testing. The main content area has a breadcrumb trail: "MY DASHBOARD > ALTERNATIVE TESTING". To the right of the breadcrumb are two buttons: "OVERVIEW" (highlighted with a red border) and "ALL EXAM REQUESTS". Below the breadcrumb is a "SCHEDULE AN EXAM" section. It contains a "Select Course:" label, a dropdown menu with "Select One" selected, and a "SCHEDULE AN EXAM >" button. Below this is an "UPCOMING EXAMS" section, which is currently empty and displays the message "No Upcoming Exams Scheduled" in a yellow box.

Alternative Testing

teton.accessiblelearning.com/UARK/dashboard/Testing.aspx

Hi Darth! (Login As User) HELP SIGN OUT

UNIVERSITY OF ARKANSAS

ALTERNATIVE TESTING

MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > Login and Security
- > My Appointments
- > My Documents
- > My Files
- > My Eligibility
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

ACCOMMODATIONS

- > List Requests
- > Course Syllabus
- > Alternative Testing

MY DASHBOARD > ALTERNATIVE TESTING

OVERVIEW ALL EXAM REQUESTS

SCHEDULE AN EXAM

Select Course: Select One

SCHEDULE AN EXAM >

UPCOMING EXAMS

No Upcoming Exams Scheduled



# “My Dashboard”

The screenshot displays the 'My Dashboard' for Alternative Testing on the University of Arkansas website. The top navigation bar includes the user's name 'Hi Darthi (Login As User)' and links for 'HELP' and 'SIGN OUT'. The sidebar on the left contains a 'MY DASHBOARD' section with links to Overview, Announcements, Equipment, Login and Security, My Appointments, My Documents, My Files, My Eligibility, My E-Form Agreements, and My Mailbox (Sent Emails). Below this is an 'ACCOMMODATIONS' section with links to List Requests, Course Syllabus, and Alternative Testing. The main content area is titled 'ALTERNATIVE TESTING' and includes a breadcrumb trail: 'MY DASHBOARD >> ALTERNATIVE TESTING'. There are two tabs: 'OVERVIEW' (selected) and 'ALL EXAM REQUESTS'. The 'SCHEDULE AN EXAM' section features a 'Select Course' dropdown menu, which is circled in red. The dropdown menu is open, showing three options: 'Select One', 'CEAS 001.01 - CEA SECOND EXAMPLE COURSE (CRN: 4321)', 'CEAS 3948.001 - TESTING SERVICES EXAMPLE COURSE (CRN: 3948)', and 'CEAS 9998.001 - CEA EXAMPLE COURSE (CRN: 9998)'. Below this is the 'UPCOMING EXAMS' section, which contains a yellow box stating 'No Upcoming Exams Scheduled'. A red arrow points from the 'UPCOMING EXAMS' section up to the 'Select Course' dropdown menu.

- Use the dropdown to select the course you are wanting to schedule the exam for.



# “My Dashboard”

- Once you have selected the applicable course for the exam appointment, the next screen will be Exam Request form.
- In the “Exam Request” section, answer all questions marked with an asterisk (\*) and annotate any of the accommodations you want to use for this exam and any required technology. Next slides will cover this section in detail.
- Once you’ve read the contents in the “Terms and Conditions” section, click on “Schedule An Exam” at the bottom of the screen.

Schedule An Exam

teton.accessiblelearning.com/UARK/dashboard/ExamAdd.aspx?ID=BUJqz5JzW6n1MiFOKHu8

Hi Darth! (Login As User)

UNIVERSITY OF ARKANSAS

SCHEDULE AN EXAM

MY DASHBOARD

CEAS 3948.001 - TESTING SERVICES EXAMPLE COURSE (CRN: 3948)

EXAM REQUEST

Available Exam Dates (\*)

Select One

Campus (\*)

Select One

Date (\*)

mm/dd/yyyy

Time (\*)

Select Select

Services Requested (As Applicable) (\*)

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

☐ Access to digital textbook/course materials if given open-book test

☐ All test/quizzes instructions provided in writing

☐ Brief breaks during tests/quizzes

☐ Extra Test/Quiz Time 2.00x

☐ Use of medication/medical device during tests/quizzes

Total Exam Length:

0 Minutes

Exam Ends At:

Not Available

Required Technology (If Applicable):

☐ BlackBoard ONLY

☐ BlackBoard WITH Respondus

☐ Media Player

☐ Microsoft Excel

☐ Microsoft Powerpoint

☐ Microsoft Teams

☐ No Technology Needed

☐ Other

Additional Note:

TERMS AND CONDITIONS

Thank you for submitting your exam request! Please monitor your uark-e-mail for an update regarding the status of your request, and contact Testing Services with any questions or concerns.

Please make sure to contact your instructor to discuss how your test accommodations will be facilitated if you have not already done so.

FORM

SCHEDULE AN EXAM

# “My Dashboard”

## Exam Request

- **Available Exam Dates:** These dates have been entered by your Professor. If you are able to take the exam on the date specified, select that date. If not, contact your Professor to see if you can take it on a different date. This date will auto-populate in the “Date” section.
- **Campus:** Select UA Campus
- **Date:** Click on the calendar icon to select the date you are wanting to take the exam on if it is different from the date your Professor wants you to take the exam.
- **Time:** Exams must be scheduled within the following time parameters –
  - Monday, Tuesday, & Friday: 8:30a, 9:30a, 10:30a, 11:30a, 12:30p, 1:30p, or 2:30p. ***All exams must be completed by 4:30p!***
  - Wednesday & Thursday: 8:30a, 9:30a, 10:30a, 11:30a, 12:30p, 1:30p, 2:30p, 3:30p, or 4:30p. ***All exams must be completed by 6:30p!***

# “My Dashboard”

## Exam Section continued

- **Services Requested:** Select all the accommodations you would like to utilize for this exam.
  - Please note not all will be applicable or approved per Testing Agreement from the course instructor.
- **Required Technology:** Select any technology required for this exam if known.
- **Additional Note:** You can add any applicable information here that might be pertinent for this exam.
  - This note will be reviewed by Testing Services staff approving the appointment.
- Click on “Schedule An Exam”.
- **Important:** Exam requests cannot overlap. You will not be able to submit a second request if the exam times overlap from the first request.

# “My Dashboard”

Schedule An Exam

teton.accessiblelearning.com/UARK/dashboard/ExamAdd.aspx?ID=BUqz5JzW6n1MiFOKHu8A5dfx4X55vtP0ayrsH8x&SystemMessage=SQLSuccess&#SystemMessage

**SUCCESS! YOUR ACTION HAS BEEN COMPLETED**  
The system has successfully saved your action.

**CEAS 3948.001 - TESTING SERVICES EXAMPLE COURSE (CRN: 3948)**

**MY DASHBOARD**

- > Overview
- > Announcements
- > Equipment
- > **Login and Security**
- > **My Appointments**
- > My Documents
- > My Files
- > **My Eligibility**
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

**ACCOMMODATIONS**

- > **List Requests**
- > Course Syllabus
- > Alternative Testing
- > Alternative Formats
- > Communication Access
- > Notetaking Services
- > Video Captioning

**SIGN OUT >**

**UPCOMING EXAMS FOR THIS COURSE**

- **In-Class Exams on Wednesday, February 14, 2024**  
Time: 08:30 AM - 10:10 AM (100)

**TERMS AND CONDITIONS**

Thank you for submitting your exam request! Please monitor your uark e-mail for an update regarding the status of your request, and contact Testing Services with any questions or concerns.

Please make sure to contact your instructor to discuss how your test accommodations will be facilitated if you have not already done so.

**EXAM REQUEST**

Available Exam Dates \* :  
Select One

Campus \* : ⓘ  
Select One

Date \* : ⓘ  
mm/dd/yyyy

Time \* :  
Select Select

Services Requested (As Applicable) \* :

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

<input type="checkbox"/> Access to digital textbook/course materials if given open-book test	<input type="checkbox"/> All test/quiz instructions provided in writing
<input type="checkbox"/> Brief breaks during tests/quizzes	<input type="checkbox"/> Extra Test/Quiz Time 2.00x
<input type="checkbox"/> Use of medication/medical device during tests/quizzes	

Total Exam Length:

- If you've done everything right, you will see this screen next. If not, you will need to make any necessary corrections to the appointment request that has been identified.

# “My Dashboard”

Schedule An Exam

teton.accessiblelearning.com/UARK/dashboard/ExamAdd.aspx?ID=BUqz5JzW6n1MiFOKHu8A5dfx4X55vtP0ayrsH8x&SystemMessage=SQLSuccess&#SystemMessage

**SUCCESS! YOUR ACTION HAS BEEN COMPLETED**  
The system has successfully saved your action.

**MY DASHBOARD**

- > Overview
- > Announcements
- > Equipment
- > Login and Security
- > My Appointments
- > My Documents
- > My Files
- > My Eligibility
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

**ACCOMMODATIONS**

- > List Requests
- > Course Syllabus
- > Alternative Testing
- > Alternative Formats
- > Communication Access
- > Notetaking Services
- > Video Captioning

**SIGN OUT >**

**CEAS 3948.001 - TESTING SERVICES EXAMPLE COURSE (CRN: 3948)**

**UPCOMING EXAMS FOR THIS COURSE**

- **In-Class Exams on Wednesday, February 14, 2024**  
Time: 08:30 AM - 10:10 AM (100)

**TERMS AND CONDITIONS**

Thank you for submitting your exam request! Please monitor your uark e-mail for an update regarding the status of your request, and contact Testing Services with any questions or concerns.

Please make sure to contact your instructor to discuss how your test accommodations will be facilitated if you have not already done so.

**EXAM REQUEST**

Available Exam Dates \* :  
Select One

Campus \* :  
Select One

Date \* :  
mm/dd/yyyy

Time \* :  
Select Select

Services Requested (As Applicable) \* :

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

<input type="checkbox"/> Access to digital textbook/course materials if given open-book test	<input type="checkbox"/> All test/quiz instructions provided in writing
<input type="checkbox"/> Brief breaks during tests/quizzes	<input type="checkbox"/> Extra Test/Quiz Time 2.00x
<input type="checkbox"/> Use of medication/medical device during tests/quizzes	

Total Exam Length:

- On this same page, you have the option of making another exam request for the same course. Please do so if you can.

# “My Dashboard”

- You have a couple of options from here. You can click on “Overview” to get you back to your main page or click on “Alternative Testing” to review all of your scheduled appointments (what you see below).

The screenshot shows a web browser window with the URL `teton.accessiblelearning.com/UARK/dashboard/Testing.aspx?Step=List`. The page header includes a red navigation bar with the text "Hi Darth! (Login As User)" and links for "HELP" and "SIGN OUT". Below the header is the University of Arkansas logo and the title "ALTERNATIVE TESTING - ALL EXAM REQUESTS".

The main content area features a breadcrumb trail: "MY DASHBOARD » ALTERNATIVE TESTING - ALL EXAM REQUESTS". To the right of the breadcrumb are two tabs: "OVERVIEW" and "ALL EXAM REQUESTS" (which is active). Below the tabs is a yellow bar indicating the current term: "Term: 2024 - Spring".

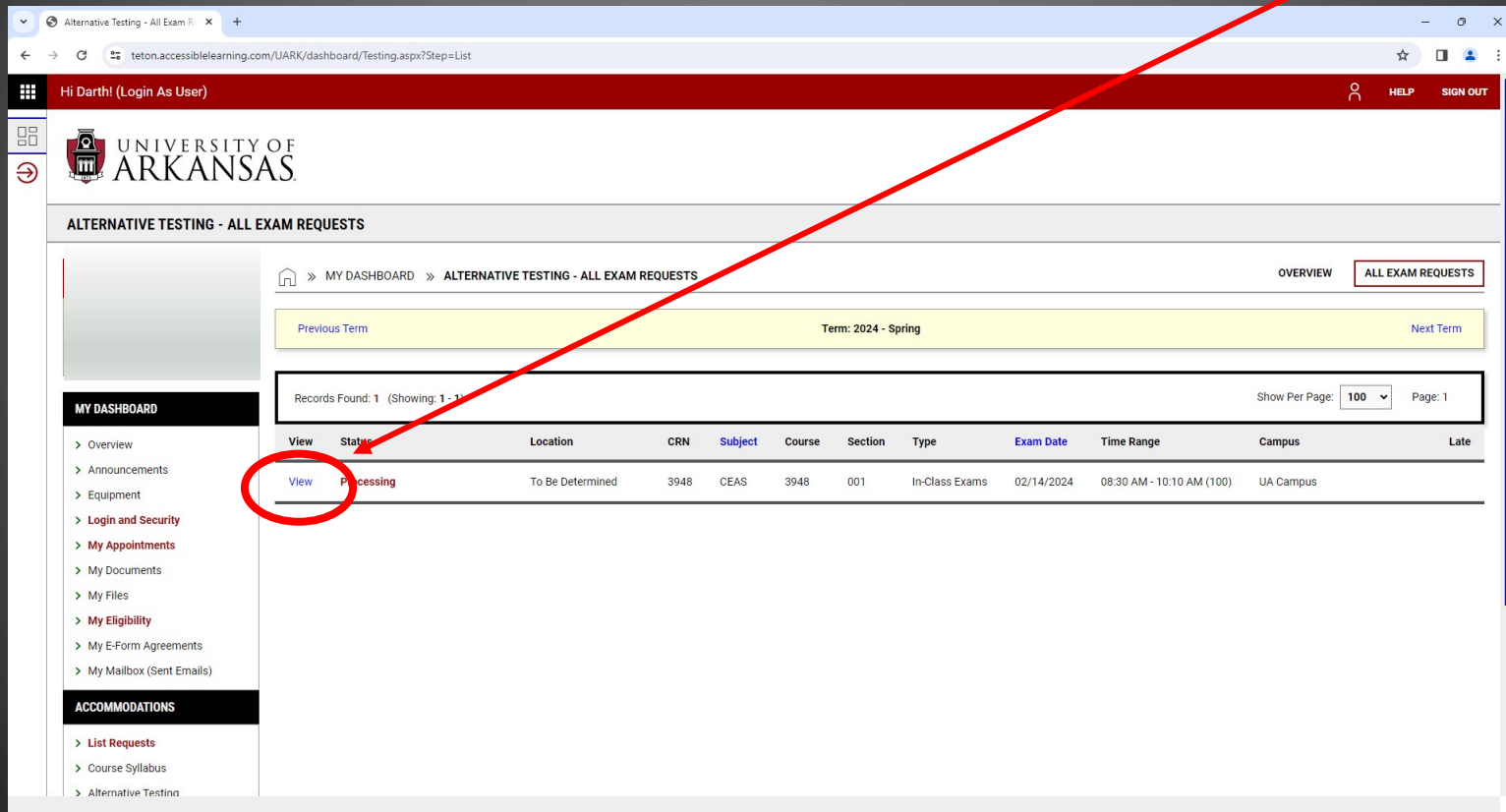
Below the term bar, a summary box shows "Records Found: 1 (Showing: 1 - 1)" and "Show Per Page: 100" with "Page: 1". Below this is a table with the following columns: View, Status, Location, CRN, Subject, Course, Section, Type, Exam Date, Time Range, Campus, and Late.

View	Status	Location	CRN	Subject	Course	Section	Type	Exam Date	Time Range	Campus	Late
<a href="#">View</a>	Processing	To Be Determined	3948	CEAS	3948	001	In-Class Exams	02/14/2024	08:30 AM - 10:10 AM (100)	UA Campus	

On the left side of the dashboard, there is a sidebar menu with two main sections: "MY DASHBOARD" and "ACCOMMODATIONS". The "MY DASHBOARD" section includes links for Overview, Announcements, Equipment, Login and Security, My Appointments, My Documents, My Files, My Eligibility, My E-Form Agreements, and My Mailbox (Sent Emails). The "ACCOMMODATIONS" section includes links for List Requests, Course Syllabus, and Alternative Testing.

# “My Dashboard”

- This is where you can modify or cancel an exam appointment. Simply click on the “View” link to see the details of that appointment.



The screenshot displays the 'My Dashboard' interface for the University of Arkansas. The page title is 'ALTERNATIVE TESTING - ALL EXAM REQUESTS'. The breadcrumb trail shows 'MY DASHBOARD > ALTERNATIVE TESTING - ALL EXAM REQUESTS'. The current term is '2024 - Spring'. A table lists exam requests, with one row highlighted in red, indicating a 'Processing' status. The 'View' link for this row is circled in red, and a red arrow points to it from the text above. The table columns include: View, Status, Location, CRN, Subject, Course, Section, Type, Exam Date, Time Range, Campus, and Late.

View	Status	Location	CRN	Subject	Course	Section	Type	Exam Date	Time Range	Campus	Late
<a href="#">View</a>	Processing	To Be Determined	3948	CEAS	3948	001	In-Class Exams	02/14/2024	08:30 AM - 10:10 AM (100)	UA Campus	



# “My Dashboard”

- If you wish to modify your exam request (change date, time, accommodations), just change what you need in the “Exam Request” section and then click on “Update Exam Request” at the bottom of the page.

The screenshot displays the 'My Dashboard' interface for a user. The browser address bar shows the URL: [teton.accessiblelearning.com/UARK/dashboard/ExamModify.aspx?ID=BUQz5JzW6n1MfOKHu8A5dfx4X55vtP0ayrsH8x&EID=z8QuG8agroeKp1AeJxlcDj8UyDNTdw8dckjYTa](https://teton.accessiblelearning.com/UARK/dashboard/ExamModify.aspx?ID=BUQz5JzW6n1MfOKHu8A5dfx4X55vtP0ayrsH8x&EID=z8QuG8agroeKp1AeJxlcDj8UyDNTdw8dckjYTa).

The main content area is titled "CEAS 3948.001 - TESTING SERVICES EXAMPLE COURSE (CRN: 3948)".

**EXAM REQUEST**

Instructor Specified Date:  
**In-Class Exams - Wednesday, February 14, 2024 (50 Minutes)**

Exam Type \*:   
In-Class Exams

Campus \*:   
UA Campus

Date \*:   
02/14/2024

Time \*:   
8 AM 30

Services Requested (As Applicable) \*:   
**Hint: You are required to make a minimum of 1 selections.**

☐ Access to digital textbook/course materials if given open-book test ☐ All test/quiz instructions provided in writing

☐ Brief breaks during tests/quizzes ☒ Extra Test/Quiz Time 2.00x

☐ Use of medication/medical device during tests/quizzes

**Required Technology (If Applicable):**

☐ BlackBoard ONLY ☒ BlackBoard WITH Respondus

**TERMS AND CONDITIONS**

**Important! PLEASE REVIEW UPDATED INFORMATION BELOW**

Exams must be scheduled **at least 7 business days in advance** and during one of the time specific time blocks below. Reschedule Requests submitted less than 3 days in advance will be considered on case-by-case basis.

Monday-Friday 8:30am, 9:30am, 10:30am, 11:30am, 12:30pm, 1:30pm, or 2:30pm.

In addition, faculty have a right to establish time parameters such as the day and time students take their exams.

If you need assistance rescheduling your exam or have questions/concerns, contact Testing Services at [testing@uark.edu](mailto:testing@uark.edu) or 479-575-3948.

**CANCEL EXAM REQUEST**

If you would like to cancel this exam, please specify cancellation reason below:

Cancellation Reason \*:   
Select One

**CANCEL EXAM REQUEST**

# “My Dashboard”

- If you wish to cancel your exam request, select the appropriate reason in the dropdown menu in the “Cancel Exam Request” section and then click on “Cancel Exam Request”. You will see a popup confirmation screen as shown on the next slide.

Exam Detail

teton.accessiblelearning.com/UARK/dashboard/ExamModify.aspx?ID=BUqz5JzW6n1MfOKHu8A5dfx4X55vtP0ayrsH8x&EID=z8QuG8agroeKp1AeJxcDj8UyDNTdw8dckJYTa

### CEAS 3948.001 - TESTING SERVICES EXAMPLE COURSE (CRN: 3948)

#### MY DASHBOARD

- Overview
- Announcements
- Equipment
- Login and Security
- My Appointments
- My Documents
- My Files
- My Eligibility
- My E-Form Agreements
- My Mailbox (Sent Emails)

#### ACCOMMODATIONS

- List Requests
- Course Syllabus
- Alternative Testing
- Alternative Formats
- Communication Access
- Notetaking Services
- Video Captioning

**SIGN OUT**

#### EXAM REQUEST

Instructor Specified Date:  
**In-Class Exams - Wednesday, February 14, 2024 (50 Minutes)**

Exam Type \*:  
In-Class Exams

Campus \*:  
UA Campus

Date \*:  
02/14/2024

Time \*:  
8 AM 30

Services Requested (As Applicable) \*:

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

☐ Access to digital textbook/course materials if given open-book test

☐ All test/quiz instructions provided in writing

☐ Brief breaks during tests/quizzes

☒ Extra Test/Quiz Time 2.00x

☐ Use of medication/medical device during tests/quizzes

Required Technology (If Applicable):

☐ BlackBoard ONLY

☒ BlackBoard WITH Respondus

#### TERMS AND CONDITIONS

**Important! PLEASE REVIEW UPDATED INFORMATION BELOW**

Exams must be scheduled **at least 7 business days in advance** and during one of the time specific time blocks below. Reschedule Requests submitted less than 3 days in advance will be considered on case-by-case basis.

Monday-Friday 8:30am, 9:30am, 10:30am, 11:30am, 12:30pm, 1:30pm, or 2:30pm.

In addition, faculty have a right to establish time parameters such as the day and time students take their exams.

If you need assistance rescheduling your exam or have questions/concerns, contact Testing Services at [testing@uark.edu](mailto:testing@uark.edu) or 479-575-3948.

#### CANCEL EXAM REQUEST

If you would like to cancel this exam, please specify cancellation reason below:

Cancellation Reason \*:  
Select One

**CANCEL EXAM REQUEST**

# “My Dashboard”

Exam Detail

teton.accessiblelearning.com/UARK/dashboard/ExamModify.aspx?ID=BJqz5JzW6n1MiFOKHu8A5dfx4X5SvtP0ayrsH8x&EID=z8QuG8agroekp1AeJxclFj8UyDNTdw8dckJYTa

> Equipment

> Login and Security

> My Appointments

> My Documents

> My Files

> My Eligibility

> My E-Form Agreements

> My Mailbox (Sent Emails)

**ACCOMMODATIONS**

> List Requests

> Course Syllabus

> Alternative Testing

> Alternative Formats


> Communication Access


> Notetaking Services

> Video Captioning

**SIGN OUT >**

**In-Class Exams**

Campus \*:  **UA Campus**

Date \*:  **02/14/2024**

Time \*: **8 AM** **30**

Services Requested (As Applicable) \*:

**Hint:** You are required to make a minimum of 1 selection

☐ Access to digital textbook/course materials if given open-book test

☐ All test/quiz instructions provided in writing

☐ Brief breaks during tests/quizzes

☒ Extra Test/Quiz

☐ Use of medication/medical device during tests/quizzes

**Required Technology (If Applicable):**

☐ BlackBoard ONLY

☒ BlackBoard WITH Respondus

☐ Media Player

☐ Microsoft Excel

☐ Microsoft Powerpoint

☐ Microsoft Teams

☐ No Technology Needed

☐ Other

Additional Note:

Additional Note:

more than 3 days in advance will be considered on case-by-case basis.

Monday-Friday 8:30am, 9:30am, 10:30am, 11:30am, 12:30pm, 1:30pm, or 2:30pm.

In addition, faculty have a right to establish time parameters such as the day and time students take their exams.

If you need assistance rescheduling your exam or have questions/concerns, contact Testing Services at [testing@uark.edu](mailto:testing@uark.edu) or 479-575-3948.

**CANCEL EXAM REQUEST**

If you would like to cancel this exam, please specify cancellation reason below:

Cancellation Reason \*:

**CONFIRMATION**

Please confirm to cancel CEAS 3948.001 - TESTING SERVICES EXAMPLE COURSE (CRN: 3948)'s In-Class Exams on Wednesday, February 14, 2024

**CONFIRM** **CANCEL**

# “My Dashboard”

- If you’ve done everything you need to do, you can sign out of the system.
- If you have any questions regarding your accommodations or need to add an accommodation, please contact the Center for Educational Access.
- If you have any questions regarding making exam appointments, please contact the Office of Testing Services.

The screenshot shows a web browser window with the URL `teton.accessiblelearning.com/UARK/dashboard/`. The page is titled "OVERVIEW" and features a navigation menu on the left with sections "MY DASHBOARD" and "ACCOMMODATIONS". The main content area displays "Accommodation Requests 2024 - SPRING" with a large number "4" representing the "Number of Requests". It includes a button to "Add Requests" and a list of requests for various courses. At the bottom, there is a "QUESTION?" section with contact information for the Center for Educational Access.

**OVERVIEW**

Home » MY DASHBOARD » OVERVIEW

**Accommodation Requests 2024 - SPRING**

**4**  
Number of Requests  
[View Request Detail](#)

[Add Requests](#)

**List of Accommodation Requests:**

- CEAS 001.01 - CEA SECOND EXAMPLE COURSE (CRN: 4321)
- CEAS 3948.001 - TESTING SERVICES EXAMPLE COURSE (CRN: 3948)
- CEAS 5432.001 - CEA EXAMPLE THREE COURSE (CRN: 1243)
- CEAS 9998.001 - CEA EXAMPLE COURSE (CRN: 9998)

**QUESTION?**

**Center for Educational Access**  
435 North Garland Ave,  
ARKU 209  
Fayetteville, AR 72701  
Phone: (479) 575-3104 (Voice)

# Office of Testing Services Contact Information

- Email: [testing@uark.edu](mailto:testing@uark.edu)
- Phone: 479-575-3948
- Office Hours: Monday thru Friday 8:00a to 5:00p