

# Scheduling Course Exams with the Office of Testing Services

AIM Student Portal

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

# Scheduling Exams in AIM

## A few things to do and know first:

1. Be sure the Faculty Notification Letter for that class has been sent and received by the instructor. Communicate with your instructor!
2. Exam appointments cannot be made until the professor has completed the testing agreement for the course. 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 with a minimum of two (2) business days before the scheduled regular in-class exam and 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.
6. Exam appointments that you make can be changed. BUT!!! **You must contact your instructor** before changing it to a different date/time to get their approval.
7. Provide justification in the system when modifying the appointment.

# Quick Overview

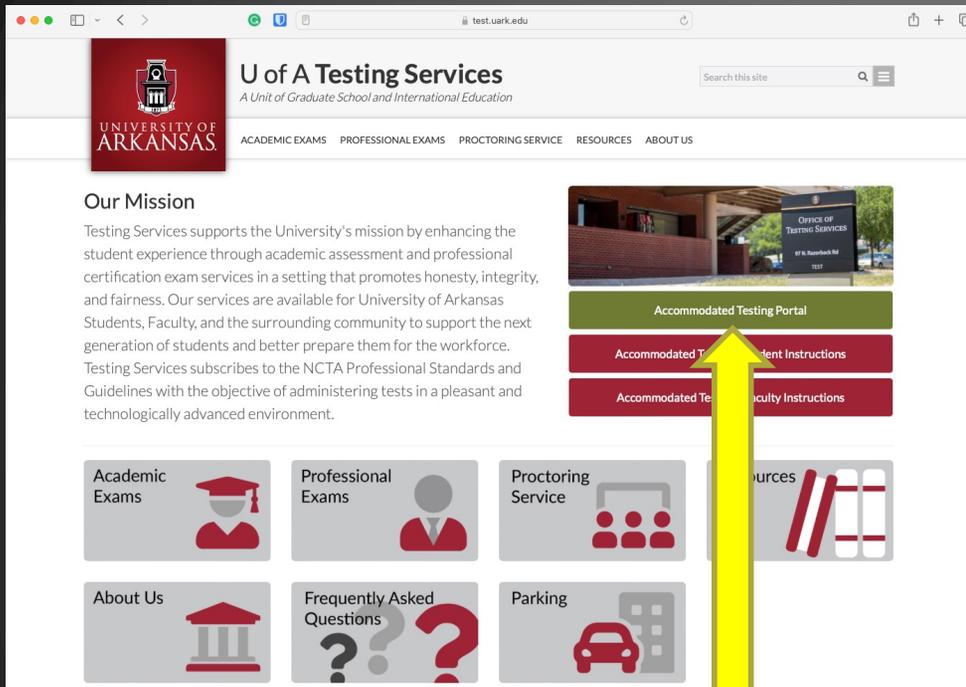
1. Log into your Student Portal in [AIM](#) by visiting test.uark.edu and clicking on Accommodated Testing Portal.
2. Click “Alternative Testing” link on left sidebar under “Accommodations”.
3. Select course from drop-down menu in “Alternative Testing” section.
  - *If you do not see the drop-down menu, then the testing agreement for your courses have not been completed yet. Contact your professor(s).*
4. Click “Schedule An Exam”.
5. Fill out Exam Request section.
6. Read the Terms and Conditions.
7. Click “Schedule An Exam”.

# Quick Overview *cont.*

## Helpful Tips:

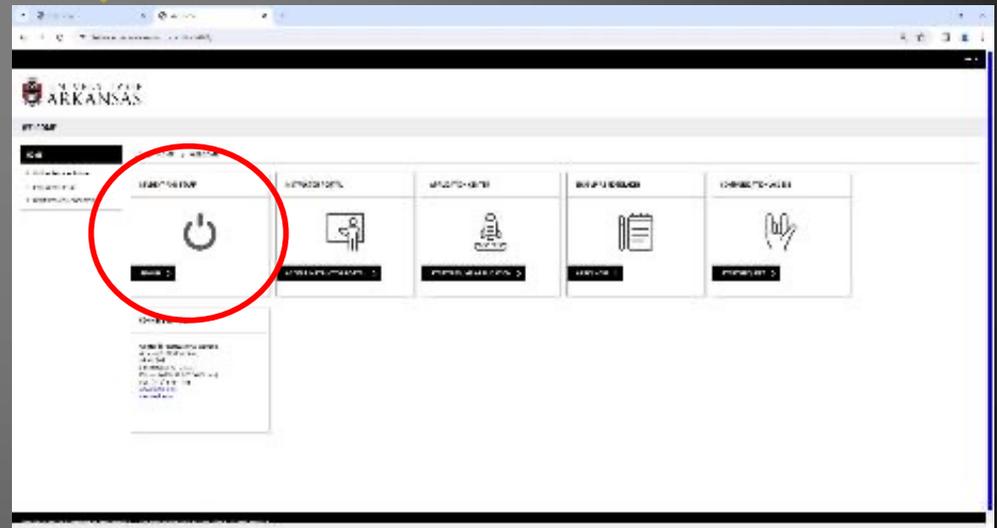
- The Faculty Notification Letter must be approved and sent to your Professor as soon as possible.
- Contact your Professor regarding your accommodations to see if they will be handled in the classroom setting or proctored by Testing Services.
- Your Professor must complete a Testing Agreement for the 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 displays the 'My Dashboard' interface for a user named Darthl. The page is titled 'OVERVIEW' and features a navigation menu on the left with a yellow highlight around the 'MY E-Form Agreements' link. A central widget shows 'Accommodation Requests 2024 - SPRING' with a large number '4' and a 'View Request Detail' link. Below this is a list of requests for courses CEAS 001.01, CEAS 3948.001, and CEAS 5432.003. A 'REQUIRED E-FORM AGREEMENTS' popup is overlaid on the right, listing six required agreements: Document Conversion Agreement, Intermittent Adjustment to Attendance and Coursework, Non-Lecture Course (NLC) Accommodations, Note Taking Service Agreement (update: 11/21/2022), Reasonable Extension of Assignment Deadline, and YOUR Accommodation Responsibilities. A 'CLOSE' button is visible in the bottom right of the popup. The bottom of the dashboard includes a 'SIGN OUT' button and contact information for the Center for Educational Access.

# “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 shows a web browser window with the URL `tston.accessiblelearning.com/UARK/dashboard/`. The page is titled "OVERVIEW" and features a navigation menu on the left. The "MY DASHBOARD" section includes links for Overview, Announcements, Equipment, Login and Security, My Appointments, My Documents, My Files, My Eligibility, My L-Form Agreements, and My Mailbox. The "ACCOMMODATIONS" section is highlighted with a yellow box and contains links for List Requests, Course Syllabus, Alternative Testing (circled in red), Alternative Formats, Communication Access, Notetaking Services, and Video Captioning. A red arrow points from the "Alternative Testing" link to the text in the first bullet point of the list. The main content area displays "Accommodation Requests 2024 - SPRING" with a large number "4" indicating the "Number of Requests" and a button to "Add Requests". Below this is a "List of Accommodation Requests" with four entries: 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), and CEAS 9998.001 - CEA EXAMPLE COURSE (CRN: 9998). A "QUESTION?" section at the bottom provides contact information for the Center for Educational Access.

# “My Dashboard”

The screenshot shows a web browser window with the URL `https://accessibleexamining.com/UNAR/MyDashboard/Testing.aspx`. The page features a red header with the text "Hi Darth! (Login As User)" and navigation links for "HELP" and "SIGN OUT". Below the header is the University of Arkansas logo and the text "UNIVERSITY OF ARKANSAS". The main content area is titled "ALTERNATIVE TESTING" and includes a breadcrumb trail: "MY DASHBOARD >> ALTERNATIVE TESTING". On the right side of this section, there are two tabs: "OVERVIEW" (which is active) and "ALL EXAM REQUESTS".

The "SCHEDULE AN EXAM" section contains a form with a "Select Course:" label and a dropdown menu currently showing "Select One". Below the dropdown is a black button with the text "SCHEDULE AN EXAM >".

The "UPCOMING EXAMS" section is highlighted in yellow and contains the text "No Upcoming Exams Scheduled".

A left-hand navigation menu is visible, with sections for "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”

Hi Darth! (Login As User) HELP SIGN OUT

UNIVERSITY OF ARKANSAS

ALTERNATIVE TESTING

MY DASHBOARD > ALTERNATIVE TESTING

OVERVIEW ALL EXAM REQUESTS

SCHEDULE AN EXAM

Select Course: Select One

- Select One
- CEAS 001.01 - OEA SECOND EXAMPLE COURSE (CRN: 4321)
- CEAS 9949.001 - TESTING SERVICES EXAMPLE COURSE (CRN: 9949)
- CEAS 9998.001 - OEA EXAMPLE COURSE (CRN: 9998)

UPCOMING EXAMS

No Upcoming Exams Scheduled

- Use the dropdown to select the course you are wanting to schedule the exam for.
- If you do not see this dropdown, it means your professor(s) has not completed the testing agreement. **Contact them about the agreement!**



# “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”

The screenshot displays a web browser window with the URL: `https://moodle.missouriwestern.edu/UA/36/MyDashboard/ExamAdd.aspx?ID=81&qsL2W5n1MFOCKH8A5d1o4XSSv1P0yrsHEs8SystemMessage=SQLSuccess&fSystemMessage`. The page features a navigation sidebar on the left with sections for 'MY DASHBOARD' (Overview, Announcements, Equipment, Login and Security, My Appointments, My Documents, My Files, My Eligibility, My In-class Agreements, My Mailbox) and 'ACCOMMODATIONS' (List Requests, Course Syllabus, Alternative Testing, Alternative Formats, Communication Access, Note-taking Services, Video Captioning). A 'SIGN OUT' button is located at the bottom of the sidebar.

A green success message at the top reads: **SUCCESS! YOUR ACTION HAS BEEN COMPLETED**. The system has successfully saved your action.

The main content area is titled **CEAS 3948.001 - TESTING SERVICES EXAMPLE COURSE (CRN: 3948)**. It includes a section for **UPCOMING EXAMS FOR THIS COURSE** with one entry: **In-Class Exams on Wednesday, February 14, 2024** (Time: 08:30 AM - 10:10 AM (100)).

Below this is the **TERMS AND CONDITIONS** section, which states: **Thank you for submitting your exam request! Please monitor your work e-mail for an update regarding the status of your request, and contact Testing Services with any questions or concerns.** It also notes: **Please make sure to contact your instructor to discuss how your test accommodations will be facilitated if you have not already done so.**

The **EXAM REQUEST** section contains several dropdown menus for 'Available Exam Dates', 'Campus', and 'Time'. It also includes a date picker and a 'Services Requested (As Applicable)' section with a hint: **Hint: You are required to make a minimum of 1 selection.** The services listed are:  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, and  Use of medication/medical device during tests/quizzes. A 'Total Exam Length' field is visible at the bottom.

- 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”

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

**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)

**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/quiz 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:

**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
- Videos Captioning

**SIGN OUT**

- 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 displays the 'Alternative Testing - All Exam Requests' page on the University of Arkansas portal. The page header includes the user's name 'Hi Darthi (Login As User)' and navigation links for 'HELP' and 'SIGN OUT'. The main content area shows a breadcrumb trail: 'MY DASHBOARD > ALTERNATIVE TESTING - ALL EXAM REQUESTS'. There are two tabs: 'OVERVIEW' and 'ALL EXAM REQUESTS', with the latter being active. Below the tabs, a yellow banner indicates 'TERM: 2024 - Spring' and 'PAGE: 10/11'. A table titled 'Records Found: 1 (Showing 1 - 1)' lists one exam request. The table has columns for View, Status, Location, CRN, Subject, Course, Section, Type, Exam Date, Time Range, Campus, and Link. The single entry shows a status of 'Proceeding' at the 'To Be Determined' location for CRN 3943, Subject CPAS, Course 3148, Section 001, In-Class Format, Exam Date 07/14/2024, Time Range 08:00 AM - 10:10 AM (100), and UA Campus.

View	Status	Location	CRN	Subject	Course	Section	Type	Exam Date	Time Range	Campus	Link
View	Proceeding	To Be Determined	3943	CPAS	3148	001	In-Class Format	07/14/2024	08:00 AM - 10:10 AM (100)	UA Campus	

# “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 'ALTERNATIVE TESTING - ALL EXAM REQUESTS' page. The breadcrumb trail shows 'MY DASHBOARD > ALTERNATIVE TESTING - ALL EXAM REQUESTS'. The page title is 'ALTERNATIVE TESTING - ALL EXAM REQUESTS'. The semester is 'Fall 2024 - Spring'. The page shows a table of exam requests with columns: View, Status, Location, CRN, Subject, Course, Section, Type, Exam Date, Time Range, Campus, and Link. The first row has a 'View' link circled in red, and a red arrow points from the text above to this link. The status of this request is 'Pending'.

View	Status	Location	CRN	Subject	Course	Section	Type	Exam Date	Time Range	Campus	Link
<a href="#">View</a>	Pending	To Be Determined	0643	CP&S	3148	601	In-Class Exam	07/14/2024	08:00 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.
- **IMPORTANT!!** Communicate with your instructor(s) to get approval to make a date/time change prior to making the change in the system.
- Put your justification for the change in the “Additional Note” section at the bottom of the request.

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

**MY DASHBOARD**

- Overview
- Account Info
- Registration
- Login and Security
- My Appointments
- My Documents
- My Files
- My Eligibility
- My E-Pass Agreements
- My Mailbox (0 items)

**ACCOMMODATIONS**

- Get Requests
- Course Syllabus
- Alternative Testing
- Alternative Content
- Communication Access
- Making Services
- Video Captioning

**EXAM REQUEST**

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

Exam Type:  
In-Class Exam

Campus:  
UA Campus

Course:  
CEAS 3948

Time:  
8 AM

Services Requested (As Applicable):  
**All services requested are available.**

Required Technology (If Applicable):  
Desktop WITH Required

**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 dates available in the dropdown. Requests for extra dates less than 7 days in advance will be considered on a case-by-case basis.

Exams may include 8:00am, 9:00am, 10:00am, 11:00am, 12:00pm, 1:00pm, or 2:00pm.

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 479-575-2448.

**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.

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

**MY DASHBOARD**

- Overview
- Assignments
- Enrollment
- Login and Security
- My Appointments
- My Documents
- My Files
- My Eligibility
- My E-Form Agreements
- My Mailbox (cont. emails)

**ACCOMMODATIONS**

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

**SIGN OUT**

**EXAM REQUEST**

Instructor Specific Date:  
In-Class Exams - Wednesday February 14, 2024 (90 Minutes)

Exam Type \*  
In-Class Exams

Campus \*  
UK Campus

Date \*  
02/14/2024

Time \*  
8 AM - 90

Services Requested (As Applicable) \*:

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

- Access to digital textbook/course materials if given on book test
- All test/quiz instructions provided in writing
- Brief breaks during tests/quizzes
- Extra Test/Quiz Time 2.0x
- Use of medication/medical device during tests/quizzer

Required Technology (if Applicable):

- Blackboard ONL
- Blackboard WITH responses
- Audio Player
- Flash Player

**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 8 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 479-575-3140.

**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

testca.accessiblelearning.com/UA/ARK/MyDashboard/ExamModify.aspx?ID=811q5JLW6-n1MFD0Hu8AS5ifs0K55v0Cayn+H8x8ED+z8QuC8agnwkp1AwblsDQ8UyDnTde5kddYt4

- > 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**

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

Required Technology (if Applicable):

<input type="checkbox"/> Blackboard ONLY	<input checked="" type="checkbox"/> Blackboard WITH Respondus
<input type="checkbox"/> Media Player	<input type="checkbox"/> Microsoft Excel
<input type="checkbox"/> Microsoft Powerpoint	<input type="checkbox"/> Microsoft Teams
<input type="checkbox"/> No Technology Needed	<input type="checkbox"/> Other

Additional Note:

main's sign in assistance with an administrator 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 displays 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 for "MY DASHBOARD" and "ACCOMMODATIONS".

**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,  
ARKUJ 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