Scheduling Course Exams with the Office of Testing Services

AIM Student Portal
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.
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.
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.
“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.
“My Dashboard”
“My Dashboard”

- 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.
**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!*

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“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.
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”

- 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).
“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.
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.
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.
“My Dashboard”
“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.
Office of Testing Services Contact Information

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