

Using Aim for Testing in OLR Testing Center

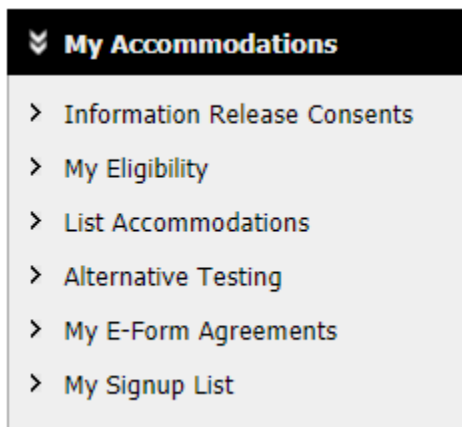
Access the new AIM System

1. Go to go.udayton.edu/AIM
2. Log in using the same login information you use across UD platforms---use just the username part of your UD email address (username@udayton.edu).

If you need assistance with your password, visit <https://password.udayton.edu/>

Scheduling Alternative Testing

1. Click on My Accommodations and Alternative Testing (left side of screen) to open up Alternative Testing Window



2. Select Class from the drop down menu and Click "Schedule an Exam"

Alternative Testing Agreement(s)

Below is the list of all alternative testing agreement(s) submitted through the system. If you cancel a alternative testing agreement and you would like to re-activate the contract, please contact our office.

If you do not see your course listed, this means that your alternative testing agreement **HAS NOT BEEN COMPLETED** and you are unable to schedule alternative testing at this time.

Please contact our office as soon as possible if your exam date is approaching so that your room can be properly scheduled.

Select Class:

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3. Answer Exam Details

- Request Type: Quiz, Test/Exam or Final Exam
- Date:
- Time (Be sure you pay attention to AM and PM) – TIME MUST BE WHEN OLR IS OPEN
- “Services Requested” - Your testing accommodations
- Additional Note to share anything else about the test process

4. Click “Add Exam Request”

Exam Detail

Request Type*:

Date*:
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time*:

Services Requested*

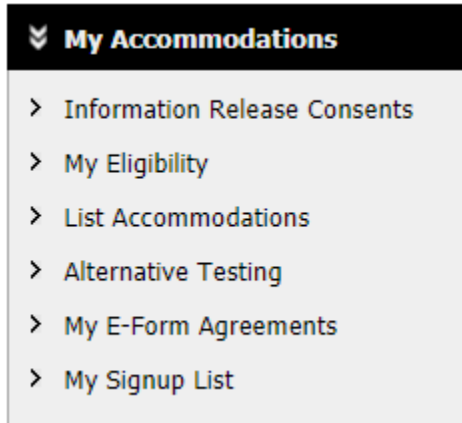
<input type="checkbox"/> Alternative Format (Test)	<input type="checkbox"/> Assistive Technology (Test)
<input type="checkbox"/> Breaks (test)	<input type="checkbox"/> Calculator (Test)
<input type="checkbox"/> Distraction Reduced Environment	<input type="checkbox"/> Extra Time 1.50x
<input type="checkbox"/> Food/Drink	<input type="checkbox"/> Formulas (test)
<input type="checkbox"/> Medical Supplies	<input type="checkbox"/> No Scantron
<input type="checkbox"/> Noise Cancelling Headset (Student to provide)	<input type="checkbox"/> Proctor or Writer

Additional Note:

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Checking the status of a test request

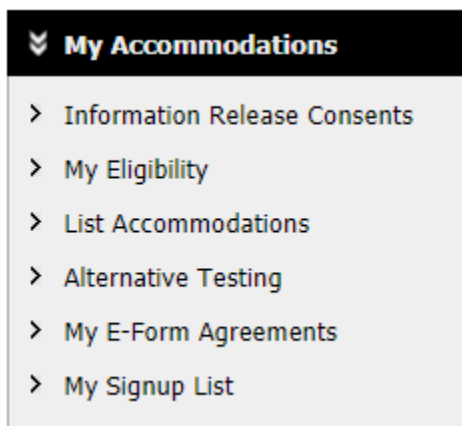
1. Click on My Accommodations and Alternative Testing (left side of screen) to open up Alternative Testing Window



2. On this page, you will see all upcoming exam request(s) for the current term.
3. As a general guideline, if an exam is listed on this page you can expect to take the exam as scheduled.

Modifying or cancelling a test request

1. Click on My Accommodations and Alternative Testing (left side of screen) to open up Alternative Testing Window



2. On this page, you will see all upcoming exam request(s) for the current term.
3. On the right side of the screen you can MODIFY or CANCEL the request
4. If you click Modify the system will ask for a new date and time
5. If you click Cancel, you have to click the "Confirm Cancellation" button