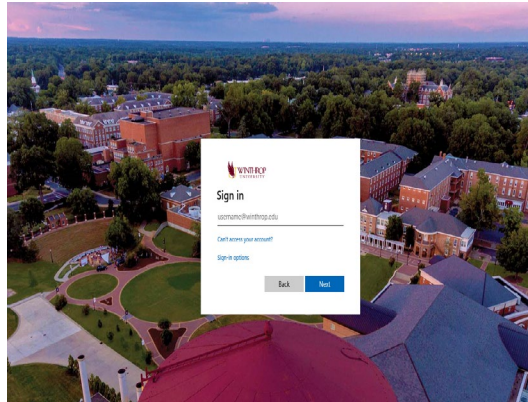


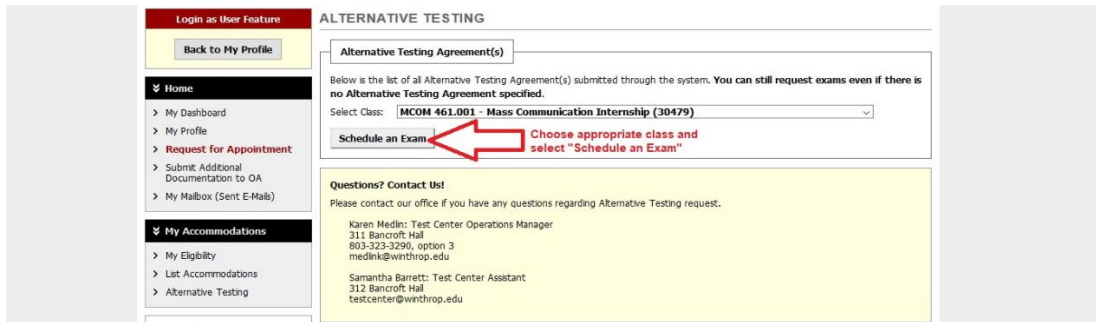
## How to Schedule a Quiz, Standard Exam, Midterm, or Final in AIM

1. Go to the [Student AIM Portal](#). Enter the same credentials used for your Winthrop email and Wingspan account.



2. Go to “**Alternative Testing**” found under the “**My Accommodations**” tab on the left side.

3. Select the class you wish to schedule an exam for from the drop-down menu. Then, click “**Schedule an Exam**”.



\*Note: The Alternative Testing Agreement allows the instructor to give the OA Test Center important information needed to proctor the exam. You can request your exams **with or without** your instructor's submission of the Alternative Testing Agreement. However, the instructor must complete the agreement by the test date in order for the Test Center to administer the test. If they have not completed it in a timely manner and they need assistance, please refer them to email [testcenter@winthrop.edu](mailto:testcenter@winthrop.edu) or call 803-323-3290, option 3. We would be happy to help them navigate the system!

- Above the exam detail, a class schedule and location will display for you to see. **Students must test at the same date and time as the class unless there is a valid academic conflict.**

**Request Type:** Specify if your request is for a Quiz, Standard Exam, Midterm, or Final.

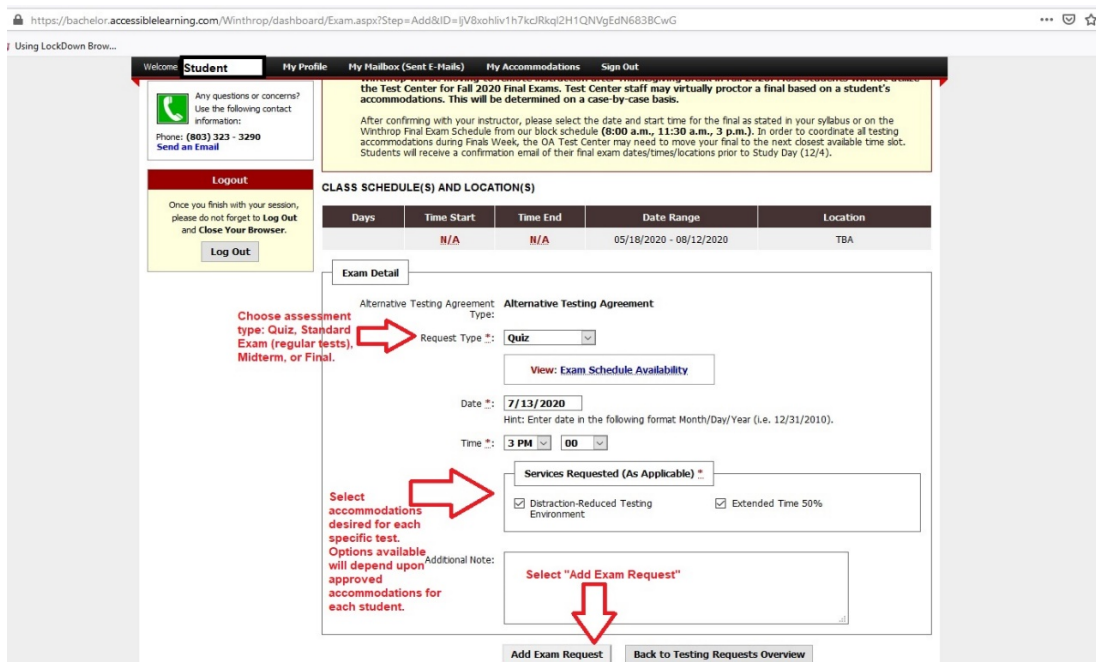
**Date:** Enter date of the exam.

**Time:** Enter time of the exam.

**Services Requested:** Select which accommodations you want to use. All approved testing accommodations will automatically show here.

**Additional Note:** Include any additional information for the proctor (example: testing later than the class due to back-to-back classes).

Once the form is completed, click **"Add Exam Request"**.



5. Exam requests must be received **seven (7) days prior to the exam date**. For example, seven (7) days prior to a Monday exam is the previous Monday. This change takes effect Fall 2020.

If you submit a request with less than seven days notice, you will be directed to a second page after clicking the “Add Exam Request” option in the previous image. You must submit a reason as to why it is a late request. **Your request will not go through if you do not complete this step.**

Students are allowed **one** late request each semester. Any subsequent late requests **will be denied** and alternate testing arrangements will have to be made with your instructor. A denial email will be sent to your instructor and your Winthrop email account.

6. If your test is rescheduled, cancelled, or you are unable to keep your OA Test Center appointment due to illness, **please remember to cancel your exam request through AIM**. Log into your AIM account and select “**Alternative Testing**” under the “**My Accommodations**” tab on the left side. In the “**Upcoming Exam Request(s) for the Current Term**”, click “**Cancel Request**”.

The screenshot shows the AIM dashboard for a student. The top navigation bar includes 'Welcome Student', 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. The main content area is titled 'ALTERNATIVE TESTING' and contains a section for 'Alternative Testing Agreement(s)' with a 'Schedule an Exam' button. Below this is the 'UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM' section, which lists an exam for 'MCOM 461.001 - Mass Communication Internship' on Tuesday, July 21, 2020. The exam status is 'Approved' and includes accommodations for a 'Distraction-Reduced Testing Environment' and 'Extended Time 50%'. A red arrow points to the 'Cancel Request' link next to the exam entry. A red text box next to the arrow reads: 'For whatever reason, if you no longer need to take your exam at the Test Center, please cancel your request here!'. On the left sidebar, the 'My Accommodations' menu has 'Alternative Testing' circled in red.

**\*\*\*If you have any questions concerning the new process for requesting exams in AIM, contact the OA Test Center at [testcenter@winthrop.edu](mailto:testcenter@winthrop.edu) or 803-323-3290, option 3. We can also have a meeting with you by Zoom to figure out any issues. Please use our contact information to schedule an appointment.**