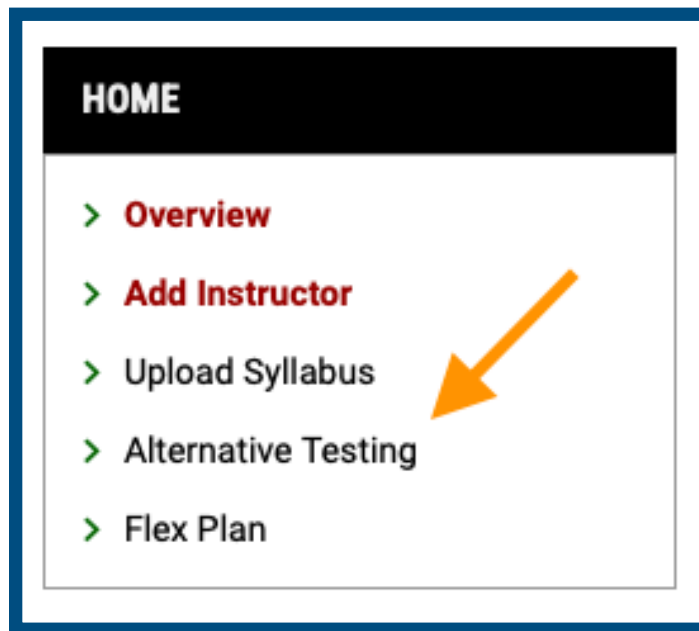


Fill Out OA Testing Information Form

1. Log into the [AIM Faculty Portal](#).
2. Agree to **Access Policy**.
3. Click on **Alternative Testing** under the Home menu.



4. Review the **Important Message** and click **OA Testing Information Form** in the tool bar.



5. Scroll down the page to find your courses. Click **Specify OA Testing Information Form** for each course you need assistance from OA.

FAKE 1000.001 - INTRO TO AIM (CRN: 001)

Status: **Not Specified** [Specify OA Testing Information Form](#)

Summary:

- Number of Students Requesting Alternative Testing: **1**.

6. Complete the **List of Questions** with information of how your exams are administered in your course.

LIST OF QUESTIONS

How will exams be administered to students in your course?
This will assist OA in replicating the testing environment for accommodated students (Check all that apply)

☐ Paper exam in classroom

☐ Computer exam in classroom

☐ Other (**Additional Comment Required**)

Additional Comment:

7. Specify the dates of exams, quizzes, and final with calendar feature.

EXAM DETAIL

Type *:

Select One

Approval Method *:

Select One

Date *:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025).

mm/dd/yyyy

Time: ⓘ

Select

Select

Standard Length Of Exam (In Minutes) *:

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

Additional Note For Staff: ⓘ

8. Select the type **Exam**, **Final** or **Quiz**.

Type *:

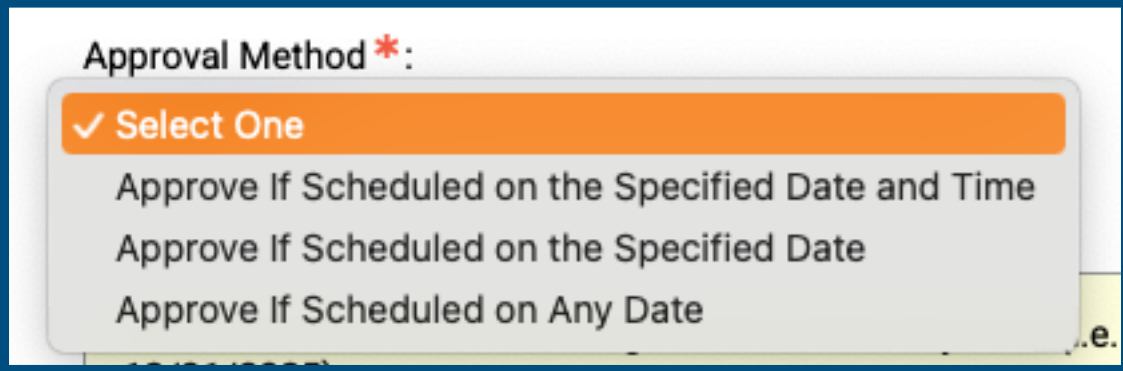
✓ Select One

Exam

Final

Quiz

9. **NEW FEATURE:** Choose **Approval Method**. Faculty can provide the OA Testing Center when to approve an exam request.



A screenshot of a web form showing a dropdown menu for "Approval Method *:". The dropdown is open, displaying three options: "Approve If Scheduled on the Specified Date and Time", "Approve If Scheduled on the Specified Date", and "Approve If Scheduled on Any Date". The first option is highlighted with an orange bar and a checkmark icon.

Approval Method *:

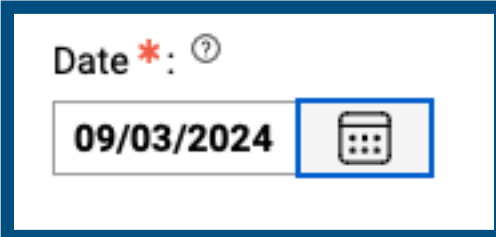
✓ Select One

Approve If Scheduled on the Specified Date and Time

Approve If Scheduled on the Specified Date

Approve If Scheduled on Any Date

10. Use calendar for **Date**.

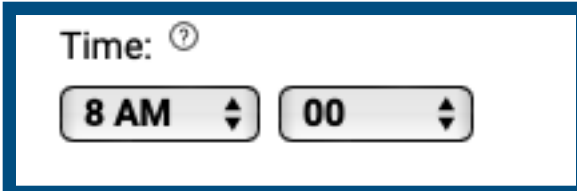


A screenshot of a web form showing a date input field. The field contains the text "09/03/2024". To the right of the text is a calendar icon. The entire input field and icon are enclosed in a blue border.

Date *: ?

09/03/2024

11. Enter **Time** of exam, final, or quiz.



A screenshot of a web form showing a time input field. The field contains the text "8 AM" and "00". To the right of the text is a question mark icon. The entire input field and icon are enclosed in a blue border.

Time: ?

8 AM

00

12. Enter **Standard Length of Exam** in minutes. *Do NOT include extended time. AIM will calculate this for the student based on their accommodation.

Standard Length Of Exam (In Minutes) *

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

50

13. Provide **Phone Number** in case OA Staff needs to contact you. *Students will not see your phone number.

CONTACT INFORMATION

Phone Number *

United States of America (+1) ▾

14. Click **Submit and Continue to Specify Exam Dates**.

FORM SUBMISSION

SUBMIT AND CONTINUE TO SPECIFY EXAM DATES >

15. On the next page, you can continue to **Add Additional Exam Dates** or **Modify** dates of exams you have already submitted.