How to Schedule Proctored Exam with OA

1. Log in to AIM with your AU credentials: https://bachelor.accessiblelearning.com/s-Auburn/ **(Hint: bookmark this link for your convenience)**
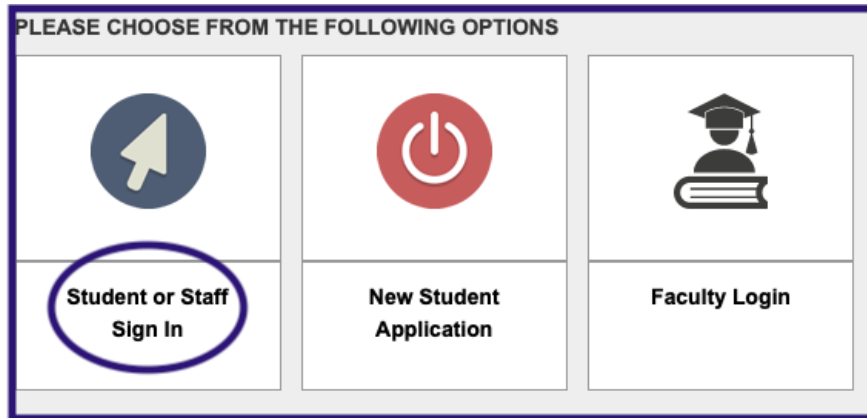
2. Click **Alternative Testing** on the left hand side under My Accommodations
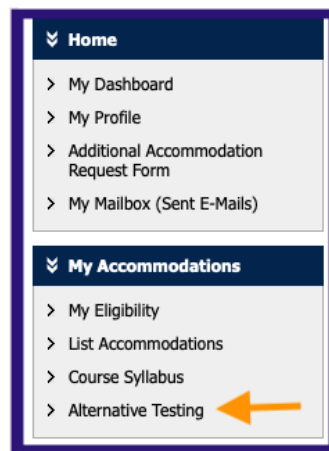
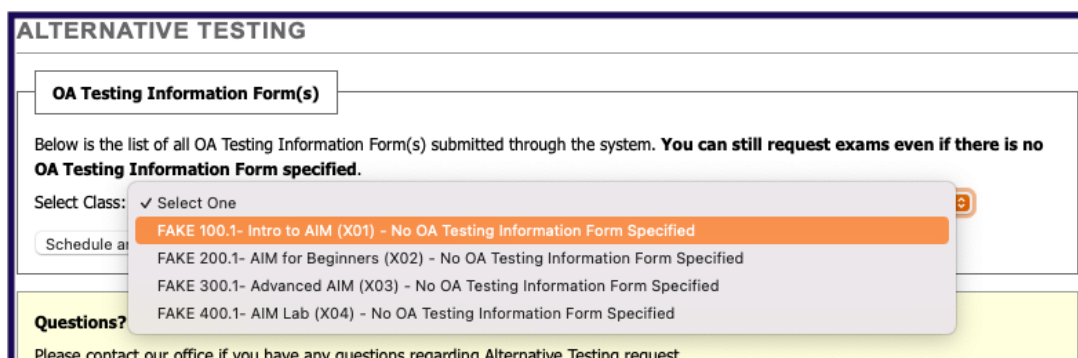3. Choose course and click **Schedule an Exam**

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4. Review Terms and Conditions

⚠️ **TERMS AND CONDITIONS OF REQUESTING EXAM WITHOUT OA TESTING INFORMATION FORM**

Please read carefully the following terms and conditions of scheduling alternative testing in OA:

- Your alternative testing accommodation allows you to request the following type of exam(s):

  View: Exam Schedule Availability

- ○ The student must discuss their accommodations and any scheduling conflicts with their instructor prior to scheduling exams with the OA Testing Center.
  - ○ Students should schedule exams at the same time as the rest of the class.
  - ○ Quizzes and Exams must be scheduled at least **5 Business Days** in advance.
  - ○ Final exams must be scheduled at least **20 Business Days** in advance.
  - ○ Requests made after **5:00pm** will be processed the **next business day.** This could cause a late request.
  - ○ Late requests are reviewed on a case-by-case basis. OA can only schedule a late request if there is access to the exam and a seat available.
  - ○ If there is a scheduling conflict **(ex. back to back classes)** please leave a note in the **Additional Note** field.
  - ○ OA may adjust your request depending on your class schedule, available proctors, and/or space.
  - ○ If your exam time is outside of OA Testing Center business hours, please contact oaexams@auburn.edu for alternative arrangements.
  - ○ You can review OA Testing Center policies and procedures here: Testing Policies and Procedures.

5. Provide exam details in required fields. **Additional Note** is not required, but students can provide OA Testing Center specific details about an exam or scheduling conflict (open notes, calculator, back to back classes etc.)

Exam Detail

Select Class *: FAKE 100.1- Intro to AIM (CRN: X01)

Request Type *: Exam

View: Exam Schedule Availability

Date *: 01/31/2022
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time *: 8 AM   Select

Services Requested (As Applicable) *

☑ Extra Time 1.50x   ☑ Reduced Distraction Testing Environment

Additional Note: ➡️

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6. Indicate that you have read the Terms and Conditions and click **Add Exam Request**

7. A list of requests will now be located in Alternative Testing for your records.

After you complete the online request:

1. An email with your request details will be sent to your instructor from the OA Testing Center. Your instructor can either approve or cancel your request to make other arrangements
2. Once approved, the proctored exam will be scheduled, and an email sent to you regarding the date/time of the proctored exam.
3. You can view your scheduled time in the AIM Student Portal under Alternative Testing.
4. OA Testing Center will secure a copy of your exam from your instructor.
5. Bring your AU Student ID to check-in with your proctor.
6. Once your exam is completed, the OA Testing Staff will return the completed exam to your instructor for grading.