HOW DO I SCHEDULE AN EXAM OR QUIZ IN THE ODA TEST CENTER?

AIM Student Access
- Go to this link and log in using your UNT credentials to log into AIM.
  o AIM Student Login

Figure 1: Image of AIM Service/Accommodation offerings in Student Profile.

In the left side of the webpage, under "My Accommodations", select "Alternative Testing".

Figure 2: Image of AIM Service/Accommodation offerings in Student Profile

Under “Alternative Testing Agreement”, click on the dropdown box to “Select Class” for which you would like to schedule an exam/quiz to take in the ODA Test Center.

Click on “Schedule an Exam”.

Click “Request Type” to select the type of test you will be taking in the ODA Test Center: quiz, exam/mid-term, or final.

“Enter date” you are requesting to take your exam/quiz (optimal: seven days’ notice).

“Enter time” (choose your class time unless you and the instructor have agreed on an alternate start time which has been communicated to the Test Center by the Instructor) *All exams must end by 8:30 PM Monday-Thursday and 4:30 PM Friday.

In the “Services Requested” box, choose the accommodations you want to use for the exam.
Click "Add Exam Request".

![Image of information included in AIM's exam detail such as request type, date of exam, time of exam, services/accommodations requested, and any additional notes student would like to add.](image)

At the top of the screen you will see: “**System Update Successful**” and receive a confirmation email.
HOW DO I MODIFY MY EXAM OR QUIZ REQUEST IN AIM?

1. Click on “Alternative Testing” on the left of your dashboard. This takes you to the list of your exam requests.
2. Find the exam you wish to change.
3. Click “Modify Request” on the right of the exam requested.
4. Make your changes on the “Exam Detail” form.
5. Click “Update Exam Request” at the bottom of your screen.

HOW DO I CANCEL MY EXAM OR QUIZ REQUEST IN AIM?

1. Click “Alternative Testing” on the left of your dashboard. This takes you to the list of your exam requests.
2. Click “Cancel Request” on the right of the exam requested. You will be taken to an exam cancellation confirmation page.