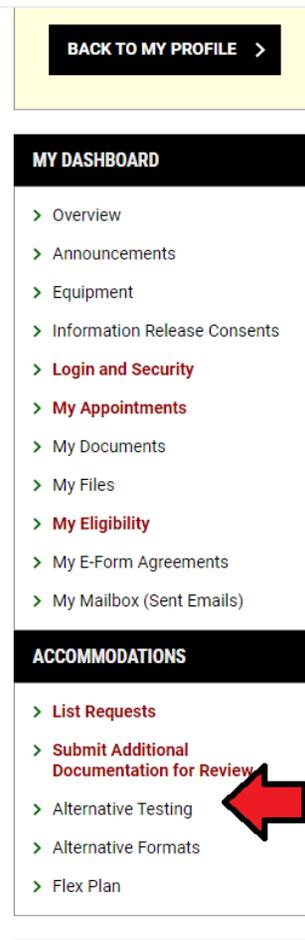


## How to Submit an Exam Request with the Testing Center in AIM

1. Log into [AIM Student Portal](#) with your AU username and password. You will be on your **AIM DASHBOARD**.
2. On the left side menu under **ACCOMMODATIONS**, select **Alternative Testing**



3. **Review** the Important Message at the top of the page.

» MY DASHBOARD » ALTERNATIVE TESTING

OVERVIEW ALL EXAM REQUESTS

**IMPORTANT MESSAGE**

Hello!

Welcome to TDS' Alternative Testing! You will use this section to submit exam request, check on the status of exam requests, modify current exam requests, or cancel exam requests with TDS. Before submitting an exam request for your course, please make sure you discuss your exam accommodations and implementation with each of your instructors.

You can make an exam request by selecting your course in the drop down menu and pressing the "Schedule an Exam" button below.

To check the status of an exam request, scroll down to "UPCOMING EXAMS SCHEDULED" section to put the status of your exam requests.

If you have exam accommodations and are taking online AU courses, you are more than welcome to use the TDS Testing Center for a distraction reduced environment.

If you have any questions or concerns, please reach out to our Testing Specialists at 706-737-1469 or [tdstesting.edu](mailto:tdstesting.edu)

Thanks,  
TDS Team

4. Scroll to the middle of the page to the "SCHEDULE AN EXAM" section.

5. **Select Course** using the dropdown menu. You will see your classes you have requested testing accommodations. **Select the class you want to schedule an exam.**

6. Click "SCHEDULE AN EXAM".

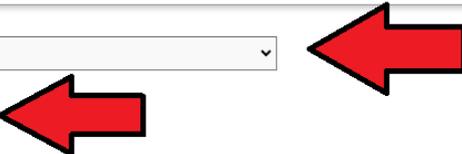
**SCHEDULE AN EXAM**

**Important Note**

- Courses marked with \* do not have **TDS Alternative Testing Agreement** specified by the instructor and you will be required to enter the standard length of the exam.

Select Course:

**SCHEDULE AN EXAM >**



## 7. Read the **TDS Alternative Testing Policies** before scheduling an exam.



### TDS ALTERNATIVE TESTING POLICIES

#### Please review TDS' Alternative Testing Policies and Procedures:

- Exams are proctored on the same campus that your courses occur. The TDS Testing Centers are located on Galloway Hall (Summerville) or Greenblatt Library, Suite 1300. **Courses taken at the Forest Hills and Cyber Center campus, will be scheduled at Galloway Hall.**
- In the event Greenblatt Library reaches full capacity, exams will be proctored at Galloway Hall.
- Exams must be taken at the same time and date as the class.
- If you are requesting to take exams outside of the class time, you must get written approval from your instructor before submitting an exam request. The written approval must be sent to [tdstesting@augusta.edu](mailto:tdstesting@augusta.edu).
- **If you submit four (4) or more late exam requests, you must meet with your Disability Services Provider to discuss exam policies and procedures at TDS.**

#### Please review TDS' Exam Day Protocols:

- You will need to arrive to the Testing Center at least 5-10 minutes before the scheduled start time of your exam.
- If you are more than 15 minutes late to your exam, you will not receive additional time.
- TDS does not provide tardiness excuses if you are late to class.
- Please bring all materials needed for your exam (i.e., laptop chargers, calculators, etc.).
- Items not permitted (i.e., cellphones, smartwatches, headphones/air pods) for your exam must remain in the lobby of the TDS Testing Center.
- Make sure to sit in the seat assigned to you by the proctor.
- Once your exam is done, make sure to clean your area and collect your exam materials. If you are taking a paper-based exam, please put the pages in the order you would like them returned to your instructor.

*Reference (P/G) ID: 15.*

## 8. Be sure to review the ***“Terms and Conditions”*** before entering an exam request.

9. Scroll down and **select the pre-entered Date and Time** from the drop-down menu.

**EXAM REQUEST**

Available Exam Dates \*:

Select One

Select One  
[Scheduled] Midterm - Monday, July 15, 2024 (12:00 PM)  
The Exam I'm Scheduling Is Not Listed

mm/dd/yyyy

Time \*:

Select Select

Services Requested (As Applicable) \*:

Hint: You are required to make a minimum of 1 selections.

Computer  Extra Time 1.50x  
 Private Testing Room\*  Scantron Alternative  
 Stop the Clock Breaks  Text-to-Speech Assistive Technology

Total Exam Length:  
**0 Minutes**

Exam Ends At:  
**Not Available**

Additional Note:

**TERMS AND CONDITIONS**

Once you have logged on to the AIM Portal, you can make an exam request by selecting "Alternative Testing"--> "Select A Course"--> "Schedule an exam".

Please select the date and time for your exam request. If no date and time has been entered by your instructor, enter the date and time, and amount of time the class receives for the exam type.

After your request is submitted, you should see a Green checkmark confirming your submission.

Please allow 24-48 business hours for TDS to review your request.

If your instructor **did not** list your exams in AIM, you **will not see it** in this list. To schedule an exam not on the list:

- Select **"The Exam I'm Scheduling is Not Listed"**
- Enter the exam type, date, time, and the amount of time the class receives for the exam. Do **not include** the extended time you receive on your exam. If you are unsure about the amount of time scheduled for the exam enter the duration of the class time.
- Exams must be scheduled at least 5 business days in advance.** If a late exam request is submitted, you must enter the reason why the request is late. **TDS cannot guarantee the approval of late exam requests.**

10. Place a check on applicable **Services Requested**. These are the accommodations you are requesting for this exam. Indicate any **Required Technology**, if applicable, and add notes, if necessary.

---

**EXAM REQUEST**

---

Exam Type \* :

Date \* : ⓘ  
 ⓘ

Time \* :

Standard Length Of Exam (In Minutes) \* : ⓘ

**Services Requested (As Applicable) \* :** 

**Hint:** You are required to make a minimum of 1 selections.

<input type="checkbox"/> Computer	<input checked="" type="checkbox"/> Extra Time 1.50x
<input checked="" type="checkbox"/> Private Testing Room*	<input type="checkbox"/> Scantron Alternative
<input type="checkbox"/> Stop the Clock Breaks	<input type="checkbox"/> Text-to-Speech Assistive Technology

Additional Note:

---

11. After confirming your selections, click “ADD EXAM REQUEST” to submit exam scheduling request for review.

Time \* :

**Services Requested (As Applicable) \* :**

**Hint:** You are required to make a minimum of 1 selections.

<input type="checkbox"/> Computer	<input type="checkbox"/> Extra Time 1.50x
<input type="checkbox"/> Private Testing Room*	<input type="checkbox"/> Scantron Alternative
<input type="checkbox"/> Stop the Clock Breaks	<input type="checkbox"/> Text-to-Speech Assistive Technology

Total Exam Length:  
**0 Minutes**

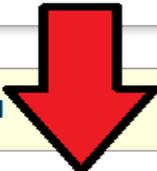
Exam Ends At:  
**Not Available**

Additional Note:

---

**FORM SUBMISSION**

**ADD EXAM REQUEST >**



12. Your Testing Specialist will process your requests within 24-48 business hours.

13. After the request has been approved by TDS, you will receive a confirmation email from the AIM letting you know if your request is approved or denied.

From: Augusta - Testing and Disability Services <[tds@augusta.edu](mailto:tds@augusta.edu)> on behalf of Testing and Disability Services <[tdstesting@augusta.edu](mailto:tdstesting@augusta.edu)>  
Sent: Tuesday, July 30, 2024 3:41 PM  
To: .  
Subject: [EXTERNAL] [TDS] ENGLISH 0005.9 - MOUSE ENGLISH (Course Registration Number: 999994) Exam Request Approved

**CAUTION: EXTERNAL SENDER**

This email originated from an external source. Please exercise caution before opening attachments, clicking links, replying, or providing information to the sender. If you believe it to be fraudulent, contact the AU Cybersecurity H

Greetings,

TDS has approved a ENGLISH 0005.9 - MOUSE ENGLISH (Course Registration Number: 999994) exam request submitted by Mickey Mouse. Please review the information below regarding the exam request:

Status: **Approved**

Late Request: **Yes**

Student: **Mickey Mouse**

Course: **ENGLISH 0005.9 - MOUSE ENGLISH (Course Registration Number: 999994)**

Exam Type: **Quiz**

Date: **Monday, August 05, 2024**

Start Time: **09:00 AM**

Standard Length of Exam: **30 Minutes**

End Time: **09:45 AM (45)**

Approved Accommodations:

- Extra Time 1.50x
- Private Testing Room\*

14. If no Testing Agreement is on file, the Testing Specialist will send a follow up email to the instructor to request they complete the Testing Agreement before the exam request is approved or denied.