AIM

Alternative Testing Instructions for Students
Students will use the Accessible Information Management (AIM) online system to schedule quizzes and exams. Once you have requested accommodations each semester, your instructor(s) will receive a Faculty Notification Letter (FNL) via email. In this letter, instructors will be given a link to complete the Testing Agreement for exam instructions. Students should talk with their instructor at the beginning of each semester regarding their exam accommodations, exam dates and the Testing Agreement.
To Schedule Exams

Log into AIM:
(https://denali.accessiblelearning.com/TAMUCC/login.aspx)
using your Islander ID.
Click on any forms in “Required Forms.” Read the entire form and enter your name exactly as it appears in the AIM database in the signature box.

Click “Submit Form”.

Once all forms are submitted, you will be able to see your AIM dashboard.
To Schedule Your Tests in AIM:

Go to “My Accommodations” on the left of your screen.

Click “Alternative Testing”. Under “Alternative Testing Agreement(s)” select the course for which you would like to schedule quizzes/tests in Exam Services. *This dropdown box will show courses with or without Testing Agreements completed by instructors. You may schedule exams but contact your instructor for any Testing Agreements not completed. Click “Schedule an Exam”.

Click “Request Type” to select quiz, exam, mid-term, or final.

Enter date (Optimal: 3 business days notice in Fall/Spring, 2 business days notice Summer Semesters).

Enter time you will start (choose class time unless you and the instructor have agreed on an alternate start time) *All exams must end by 7 PM M-R and 5 PM Friday.

In the “Services Requested” box, choose the accommodations you want to use for the exam.

Click “Add Exam Request”. At the top of the screen you will see: “System Update Successful” and receive a confirmation email.
To Modify Exam Requests in AIM

Click on “Alternative Testing” on the left of your dashboard. This takes you to the list of your exam requests.

Find the exam you wish to change.

Click “Modify Request” on the right of the exam requested.

Make your changes on the “Exam Detail” form.

Click “Update Exam Request” at the bottom of your screen.

To Cancel Exam Requests

Click “Alternative Testing” on the left of your dashboard. This takes you to the list of your exam requests.

Click “Cancel Request” on the right of the exam requested. You will be taken to an exam cancellation confirmation page.