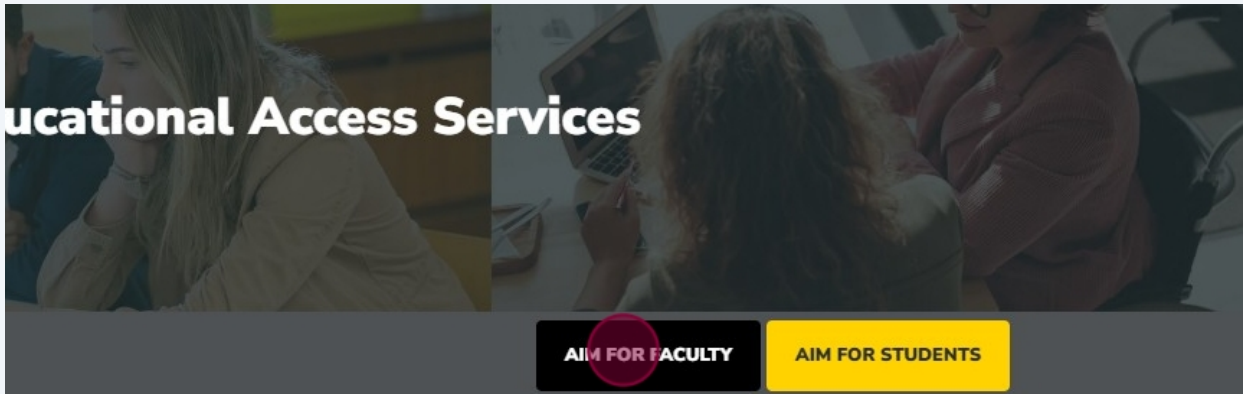


List Final Exam Date in AIM

This guide provides a straightforward process for faculty to list final exam dates in the AIM system, ensuring that students who require accommodations receive the support they need during assessments.

- 1 Navigate to the [EAS webpage](#). Click "AIM for faculty"



Got Finals?

With approved testing accommodations and wishing to use them by testing in EAS, must submit Exam Requests for Finals no later than 5 pm on **Monday, December 2, 2024**.

Check the [Final Exam Schedule](#) here.

Last updated 11/6/24

970-248-1856

Educational Access Services
eas@coloradomesa.edu

Houston Hall 108

2 Click "Continue to View Student Accommodations"

Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED**

Important Note:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **Remember to Sign Out and Close the Browser Completely After You Are Finished Accessin**

CONTINUE TO VIEW STUDENT ACCOMMODATIONS >

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3 Click "Alternative Testing"

OVERVIEW

Session Extender: **ON**

HOME

- > Overview
- > Upload Syllabus
- > **Alternative Testing**
- > Flex Plan
- > Video Captioning

SIGN OUT >

» **OVERVIEW**

Previous Term

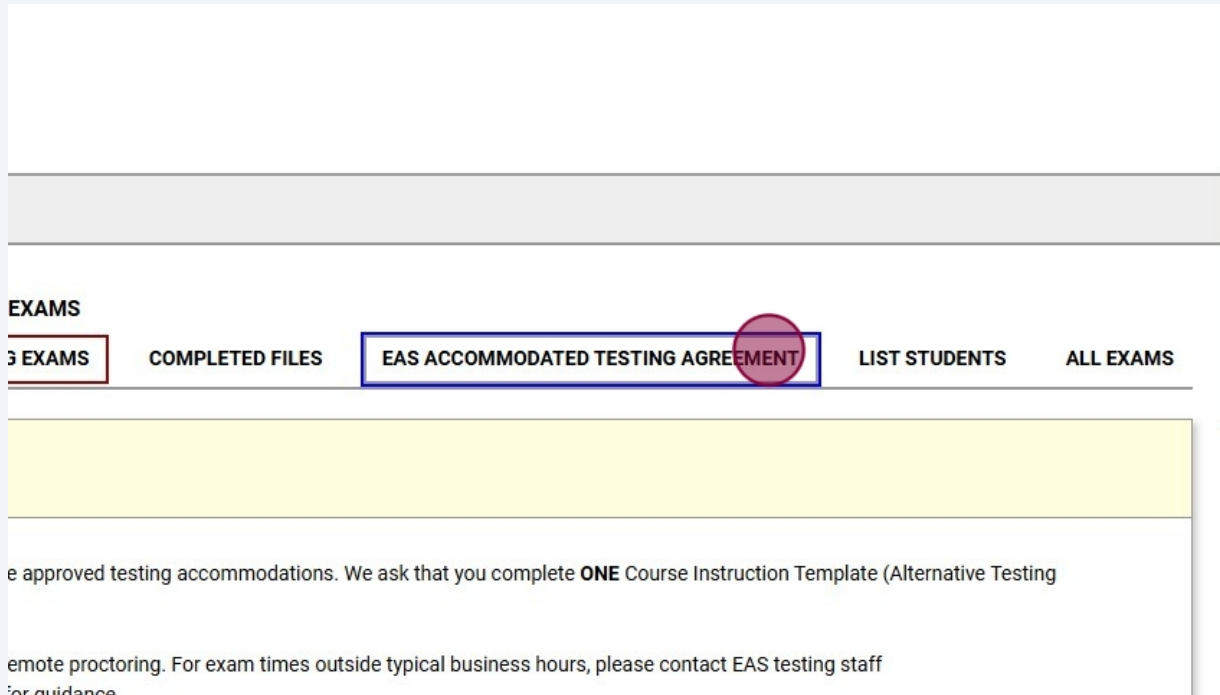
STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH >

Records Found: **4** (Showing: 1 - 4)

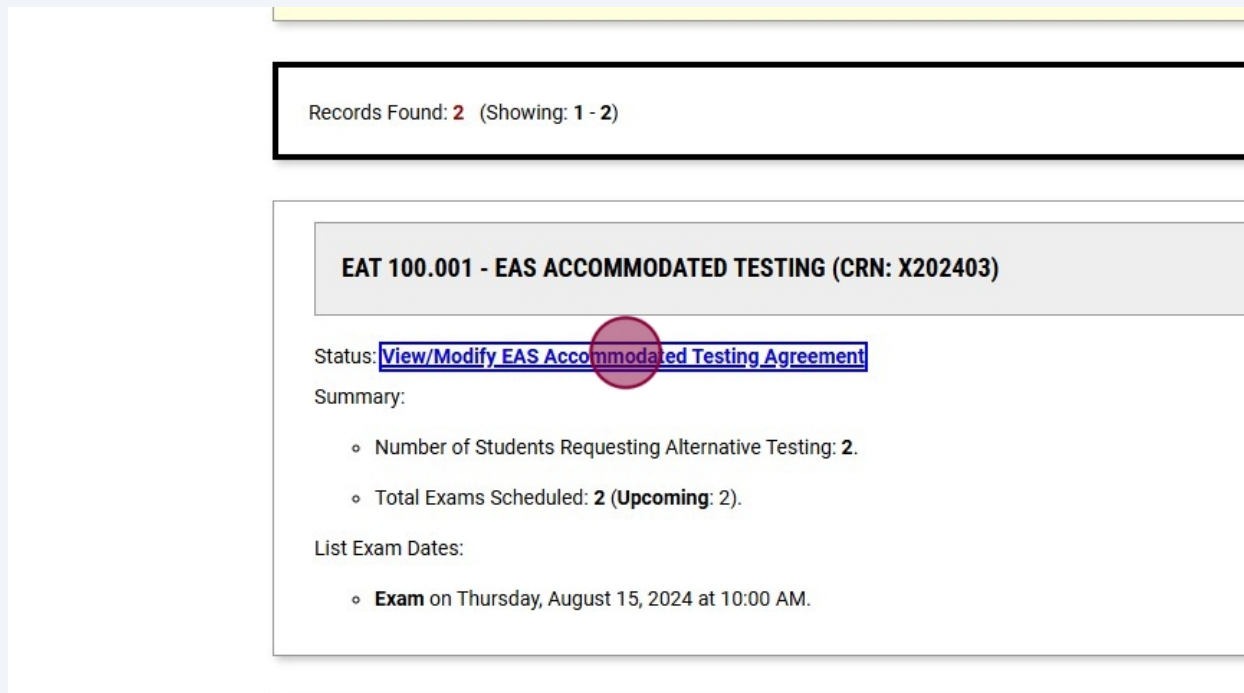
View PDF CRN **Subject** Course Section Studer

4 Click "EAS Accommodated Testing Agreement"



The screenshot shows a navigation menu with the following items: EXAMS, 3 EXAMS, COMPLETED FILES, EAS ACCOMMODATED TESTING AGREEMENT, LIST STUDENTS, and ALL EXAMS. The 'EAS ACCOMMODATED TESTING AGREEMENT' item is highlighted with a blue box and a red circle. Below the menu is a yellow highlighted area and a text block that reads: "e approved testing accommodations. We ask that you complete **ONE** Course Instruction Template (Alternative Testing...
emote proctoring. For exam times outside typical business hours, please contact EAS testing staff
for guidance

5 Click "View/Modify EAS Accommodated Testing Agreement" for classes with students requesting alternative testing and that you have a "final" in.



The screenshot shows a record for "EAT 100.001 - EAS ACCOMMODATED TESTING (CRN: X202403)". The status is "View/Modify EAS Accommodated Testing Agreement", which is highlighted with a blue box and a red circle. The summary includes:

- Number of Students Requesting Alternative Testing: 2.
- Total Exams Scheduled: 2 (Upcoming: 2).

List Exam Dates:

- Exam on Thursday, August 15, 2024 at 10:00 AM.

6 Click "List Exam Dates"

IG AGREEMENT

» EAS ACCOMMODATED TESTING AGREEMENT

EAT 100.001 - EAS ACCOMMODATED TESTING (CRN: X202403)

[EAS ACCOMMODATED TESTING AGREEMENT](#)

[LIST EXAM DATES](#)

[COPY EAS ACCOMMODATED TESTING AGREEMENT](#)

INFORMATION

A student in your class is eligible for testing accommodations and has requested to use accommodations for exams in EAS office. **Please complete the Course Instruction Template previously known as the testing agreement.**

The Course Instruction Template is a quick and easy opportunity for you

LIST OF QUESTIONS

Please indicate the type of assessments given

Printed Material - In-class

Additional Comment:

7 Select the Type of Exam from the dropdown - select the language you use with students in the classroom.

ADD ADDITIONAL EXAM DATE

EXAM DETAIL

Type *:

Final

Date *:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2024).

mm/dd/yyyy

Time: ?

Select

Select

8 Select the date of the "final" exam - between Dec 2 and Dec 12.

EXAM DETAIL

Type * :
Final

Date * :
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2024).
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.

9 Select the designated time for your class section to take the exam.

Final

Date * :
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2024).
12/09/2024

Time: ?
10 AM 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: ?

10

Enter the "Standard Length of Exam (in Minutes)" - 110 minutes is typical final length or enter how long the class will be given for the assessment.

12/09/2024

Time: 10 AM

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:

11

Use the "List additional instructions that differ from the completed Testing Agreement for this course." for exam specific information - scantron, password, resources, etc.

EXAM DATE INSTRUCTIONS

List additional instructions that differ from the completed Testing Agreement for this course.

UPLOAD EXAM FILE

Note: Exam files can be added on a continual basis.

12 Click "Save Exam Date"

Additional Note For Staff: ⓘ

FORM SUBMISSION

[SAVE EXAM DATE >](#) [BACK TO LIST >](#)

QUESTION?

Educational Access Services
eastesting@coloradomesa.edu
970-248-1856
Monday-Friday

13 To change or upload an exam later, follow steps 1-6 and click "Modify" next to the exam listed.

[SEND CODE TO YOUR EMAIL >](#)

LIST EXAM DATES

Modify	Delete	Type	Date
Modify	Delete	Exam	Thursday, August 15, 2024
Modify	Delete	Final	Monday, December 09, 2024

ADD ADDITIONAL EXAM DATE