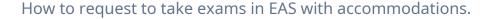# Request Exam in EAS in AIM Platform

How to request to take exams in EAS with accommodations.

1 Navigate to **AIM Portal**

You might be asked to sign in - use your MAVzone username and password.

Please Read and Sign any Accommodation Use Agreements when prompted.

COLORADO MESA
UNIVERSITY

👤 Username

🔒 Password 👁

Log in to your account

Change my password   I forgot my password

If you need help with your password, please contact
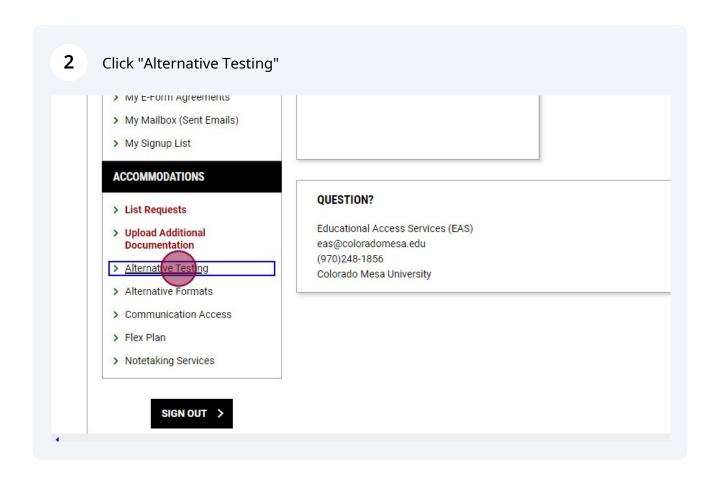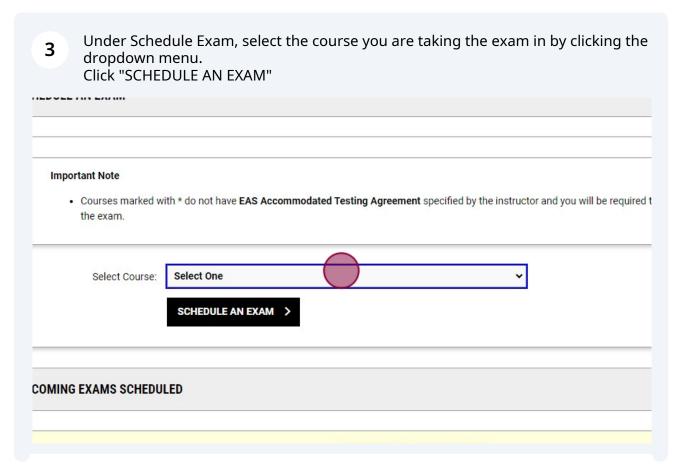the CMU IT Help Desk at 970.248.2111

Educational Access Services

970-248-1856   eas@coloradomesa.edu   Houston Hall 108

2 Click "Alternative Testing"

> My E-Form Agreements
> My Mailbox (Sent Emails)
> My Signup List

ACCOMMODATIONS

> **List Requests**
> **Upload Additional Documentation**
> Alternative Testing
> Alternative Formats
> Communication Access
> Flex Plan
> Notetaking Services

SIGN OUT >

QUESTION?

Educational Access Services (EAS)
eas@coloradomesa.edu
(970)248-1856
Colorado Mesa University

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3 Under Schedule Exam, select the course you are taking the exam in by clicking the dropdown menu.
Click "SCHEDULE AN EXAM"

HEDULE AN EXAM

Important Note

- Courses marked with * do not have **EAS Accommodated Testing Agreement** specified by the instructor and you will be required t
the exam.

Select Course: | Select One ⌄

SCHEDULE AN EXAM >

COMING EXAMS SCHEDULED

Important Note

- Courses marked with * do not have **EAS Accommodated Testing Agreement** specified by the instructor and yo
  the exam.

Select Course: | EAT 100.001 - EAS ACCOMMODATED TESTING (CRN: X202403)* ▾ |

SCHEDULE AN EXAM >
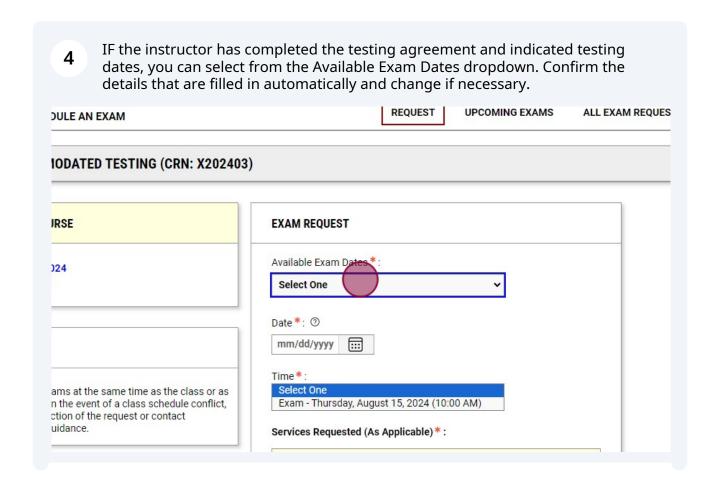
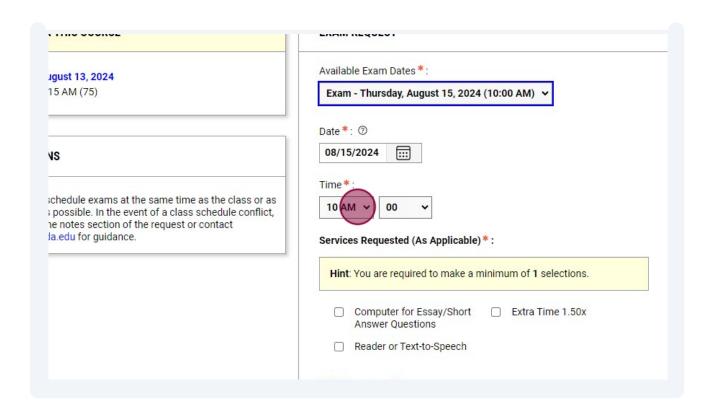**UPCOMING EXAMS SCHEDULED**

No Upcoming Exams Scheduled

Steps for if Instructor has completed Testing Agreement and indicated testing dates

4 IF the instructor has completed the testing agreement and indicated testing dates, you can select from the Available Exam Dates dropdown. Confirm the details that are filled in automatically and change if necessary.

DULE AN EXAM   REQUEST   UPCOMING EXAMS   ALL EXAM REQUES

IODATED TESTING (CRN: X202403)

URSE

)24

ams at the same time as the class or as n the event of a class schedule conflict, ction of the request or contact uidance.

EXAM REQUEST

Available Exam Dates * :

Select One ▾

Date * : ⑦

mm/dd/yyyy 🔳

Time * :
Select One
Exam - Thursday, August 15, 2024 (10:00 AM)

Services Requested (As Applicable) * :

EXAM REQUEST

Available Exam Dates * :

Exam - Thursday, August 15, 2024 (10:00 AM) ⌄

Date * : ⓘ

08/15/2024 📅

Time * :

10 AM ⌄   00 ⌄

Services Requested (As Applicable) * :

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

☐ Computer for Essay/Short   ☐ Extra Time 1.50x
   Answer Questions

☐ Reader or Text-to-Speech

---

ust 13, 2024
15 AM (75)

NS

schedule exams at the same time as the class or as
s possible. In the event of a class schedule conflict,
e notes section of the request or contact
la.edu for guidance.

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5   Select all accommodations you are requesting to use on the exam.

08/15/2024 📅

Time * :

9 AM ⌄   00 ⌄

Services Requested (As Applicable) * :

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

☐ Computer for Essay/Short   ☐ Extra Time 1.50x
   Answer Questions

☐ Reader or Text-to-Speech

Total Exam Length:

50 Minutes

Exam Ends At:

09:00 AM + 50 Minutes = 09:50 AM

same time as the class or as
of a class schedule conflict,
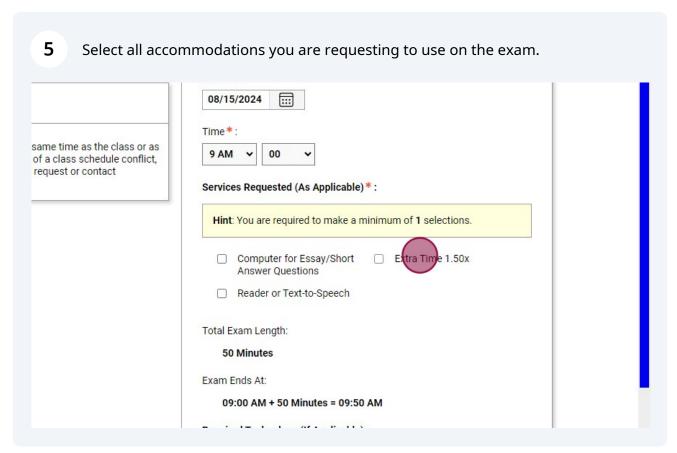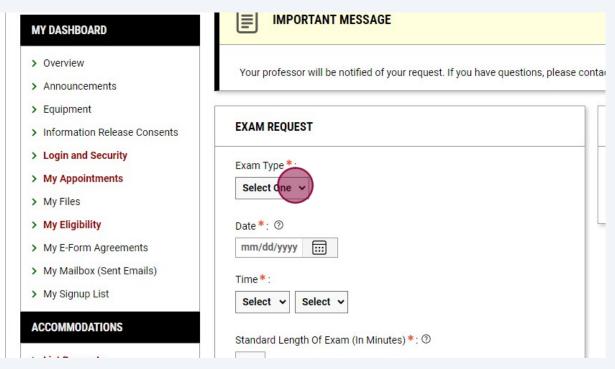request or contact

Steps for if Instructor has NOT completed Testing Agreement or NOT indicated testing dates

6 IF the instructor has not completed the Testing Agreement: In the Exam Request, use the dropdown under "Exam Type" to indicate the exam type as instructed by your professor.
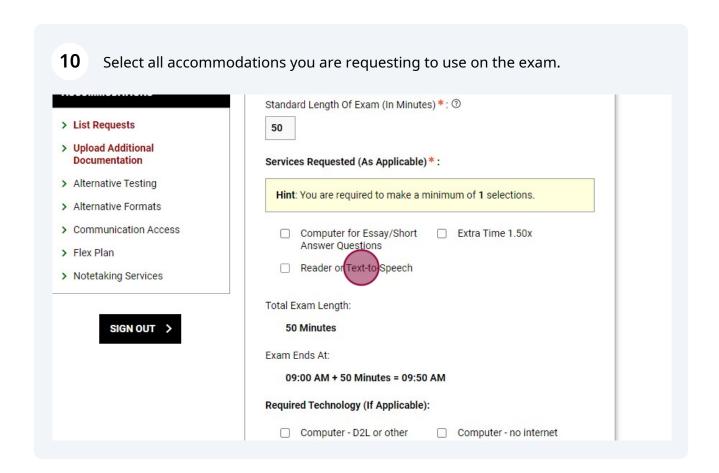
MY DASHBOARD

> Overview
> Announcements
> Equipment
> Information Release Consents
> **Login and Security**
> **My Appointments**
> My Files
> **My Eligibility**
> My E-Form Agreements
> My Mailbox (Sent Emails)
> My Signup List

ACCOMMODATIONS

IMPORTANT MESSAGE

Your professor will be notified of your request. If you have questions, please conta

EXAM REQUEST

Exam Type *:
Select One ⌄

Date *: ⓘ
mm/dd/yyyy 🗓

Time *:
Select ⌄   Select ⌄

Standard Length Of Exam (In Minutes) *: ⓘ

---

7 Type the Date or use the Calendar Icon to select a date to indicate the day you are taking the exam.

> Announcements
> Equipment
> Information Release Consents
> **Login and Security**
> **My Appointments**
> My Files
> **My Eligibility**
> My E-Form Agreements
> My Mailbox (Sent Emails)
> My Signup List

ACCOMMODATIONS

> **List Requests**
> **Upload Additional Documentation**
> Alternative Testing

Your professor will be notified of your request. If you have questions, please contact

EXAM REQUEST

Exam Type *:
Exam ⌄

Date *: ⓘ
mm/dd/yyyy 🗓

Time *:
Select ⌄   Select ⌄

Standard Length Of Exam (In Minutes) *: ⓘ

Services Requested (As Applicable) *:

8 Use the dropdown under Time to indicate what time you will start the exam.

> Information Release Consents
> **Login and Security**
> **My Appointments**
> My Files
> **My Eligibility**
> My E-Form Agreements
> My Mailbox (Sent Emails)
> My Signup List

ACCOMMODATIONS

> **List Requests**
> **Upload Additional Documentation**
> Alternative Testing
> Alternative Formats
> Communication Access

Exam Type * :
[Exam ⌄]

Date * : ⑦
[08/13/2024] [▦]

Time * :
[Select ⌄] [Select ⌄]

Standard Length Of Exam (In Minutes) * : ⑦
[   ]

Services Requested (As Applicable) * :

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

☐ Computer for Essay/Short   ☐ Extra Time 1.50x

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9 You will need to input the length of the exam in minutes WITHOUT extra time. This can be changed later if you are unsure of the length of time permitted.

> My Files
> **My Eligibility**
> My E-Form Agreements
> My Mailbox (Sent Emails)
> My Signup List

ACCOMMODATIONS

> **List Requests**
> **Upload Additional Documentation**
> Alternative Testing
> Alternative Formats
> Communication Access
> Flex Plan
> Notetaking Services

Date * : ⑦
[08/13/2024] [▦]

Time * :
[9 AM ⌄] [Select ⌄]

Standard Length Of Exam (In Minutes) * : ⑦
[|]

Services Requested (As Applicable) * :

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

☐ Computer for Essay/Short   ☐ Extra Time 1.50x
   Answer Questions
☐ Reader or Text-to-Speech

10 Select all accommodations you are requesting to use on the exam.

Standard Length Of Exam (In Minutes) * : ⑦

50

Services Requested (As Applicable) * :

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

☐ Computer for Essay/Short   ☐ Extra Time 1.50x
  Answer Questions

☐ Reader or Text-to-Speech

List Requests

**Upload Additional
Documentation**

Alternative Testing

Alternative Formats

Communication Access

Flex Plan

Notetaking Services

SIGN OUT >

Total Exam Length:

50 Minutes

Exam Ends At:

09:00 AM + 50 Minutes = 09:50 AM

Required Technology (If Applicable):

☐ Computer - D2L or other   ☐ Computer - no internet

Finals Steps for Exam Request with/without Instructor Testing Agreement

11 If you need to take the exam at an alternate time use the "Additional Note:" field to explain. This is a REQUEST field and requests may be denied.

Exam Ends At:

09:00 AM + 1 Hr 15 Min = 10:15 AM

Required Technology (If Applicable):

☐ Computer - D2L or other online program   ☐ Computer - no internet

Additional Note:

FORM SUBMISSION

ADD EXAM REQUEST >   BACK TO LIST >

12 Click "ADD EXAM REQUEST"

Additional Note:

Schedule conflict

FORM SUBMISSION

ADD EXAM REQUEST >   BACK TO LIST >

13 To view successfully submitted Exam Requests, Click "Alternative Testing," and Click "View" to see details for request or modify the request

> My Mailbox (Sent Emails)

> My Signup List

ACCOMMODATIONS

> List Requests

> Upload Additional Documentation

> Alternative Testing

> Alternative Formats

> Communication Access

> Flex Plan

> Notetaking Services

SIGN OUT >

- **Exam** on **Tuesday, August 13, 2024**
  Time: 09:00 AM - 10:15 AM (75)

TERMS AND CONDITIONS

Students are required to schedule exams at the same time as the class or as close to the exam time as possible. In the event of a class schedule conflict, please list the details in the notes section of the request or contact eastesting@coloradomeda.edu for guidance.

> My Appointments

> My Files

> **My Eligibility**

> My E-Form Agreements

> My Mailbox (Sent Emails)

> My Signup List

ACCOMMODATIONS

> **List Requests**

> **Upload Additional Documentation**

> Alternative Testing

> Alternative Formats

> Communication Access

> Flex Plan

> Notetaking Services

UPCOMING EXAMS SCHEDULED

View	Status	Location	CRN
View	Waiting for Instructor	To Be Determined	X202403

> Flex Plan
> Notetaking Services

SIGN OUT >

Additional Notes:

Schedule conflict

FORM SUBMISSION

UPDATE EXAM REQUEST >