

# 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.

The screenshot shows the login interface for Colorado Mesa University. At the top center is the university's logo, which consists of a stylized 'CMU' monogram in red and gold, followed by the text 'COLORADO MESA UNIVERSITY' in a serif font. Below the logo are two input fields: the first is labeled 'Username' with a person icon on the left, and the second is labeled 'Password' with a lock icon on the left and an eye icon on the right. A large, dark red button with the text 'Log in to your account' is positioned below the input fields. Underneath the button are two smaller, grey buttons: 'Change my password' on the left and 'I forgot my password' on the right. At the bottom of the form area, there is a line of text: 'If you need help with your password, please contact the CMU IT Help Desk at 970.248.2111'.

970-248-1856

**Educational Access Services**  
eas@coloradomesa.edu

Houston Hall 108

## 2 Click "Alternative Testing"

The screenshot shows a user interface with a navigation menu on the left and a contact information box on the right. The navigation menu includes the following items:

- > My E-Form Agreements
- > My Mailbox (Sent Emails)
- > My Signup List
- ACCOMMODATIONS**
- > List Requests
- > Upload Additional Documentation
- > **Alternative Testing** (highlighted with a red circle)
- > Alternative Formats
- > Communication Access
- > Flex Plan
- > Notetaking Services

At the bottom of the navigation menu is a black button with the text "SIGN OUT >".

The contact information box on the right is titled "QUESTION?" and contains the following text:

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

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

The screenshot shows a user interface with a dropdown menu for selecting a course and a "SCHEDULE AN EXAM" button. The dropdown menu is labeled "Select Course:" and has the text "Select One" and a downward arrow. A red circle highlights the dropdown menu.

Below the dropdown menu is a black button with the text "SCHEDULE AN EXAM >".

Below the button is a section titled "COMING EXAMS SCHEDULED" with a yellow background.

ents

**Important Note**

- Courses marked with \* do not have **EAS Accommodated Testing Agreement** specified by the instructor and you must request 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

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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.

SCHEDULE AN EXAM
REQUEST
UPCOMING EXAMS
ALL EXAM REQUESTS

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**ACCOMMODATED TESTING (CRN: X202403)**

**COURSE**

EAT 100.001 - EAS ACCOMMODATED TESTING (CRN: X202403)\*

**SECTION**

2024

**EXAM DATES**

Exams at the same time as the class or as soon as possible. In the event of a class schedule conflict, you may request a change of the request or contact your instructor for guidance.

**EXAM REQUEST**

Available Exam Dates\* : Select One ▼

Date\* :

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

Services Requested (As Applicable)\* :

**THE COURSE**

August 13, 2024  
15 AM (75)

**VS**

schedule exams at the same time as the class or as possible. In the event of a class schedule conflict, the notes section of the request or contact [la.edu](http://la.edu) for guidance.

**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 Answer Questions     Extra Time 1.50x

Reader or Text-to-Speech

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

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

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 Answer Questions     Extra Time 1.50x

Reader or Text-to-Speech

Total Exam Length:  
**50 Minutes**

Exam Ends At:  
**09:00 AM + 50 Minutes = 09:50 AM**

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

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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.

The screenshot shows a user interface with a sidebar on the left and a main content area. The sidebar has two sections: 'MY DASHBOARD' and 'ACCOMMODATIONS'. The 'MY DASHBOARD' section includes links for Overview, Announcements, Equipment, Information Release Consents, Login and Security, My Appointments, My Files, My Eligibility, My E-Form Agreements, My Mailbox (Sent Emails), and My Signup List. The 'ACCOMMODATIONS' section includes List Requests, Upload Additional Documentation, and Alternative Testing. The main content area has a yellow header for 'IMPORTANT MESSAGE' and a form titled 'EXAM REQUEST'. The form fields are: Exam Type\* (dropdown menu with 'Select One' selected, highlighted with a red circle), Date\* (text input with 'mm/dd/yyyy' and a calendar icon), Time\* (two dropdown menus with 'Select' selected), and Standard Length Of Exam (In Minutes)\* (text input). A help icon is visible next to the asterisk on the Date and Standard Length fields.

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

This screenshot is similar to the previous one but shows the 'Exam Type' dropdown menu set to 'Exam'. The 'Date\*' field is highlighted with a red circle, and the calendar icon next to it is also highlighted with a red circle. The 'Time\*' field remains with 'Select' selected. The 'Standard Length Of Exam (In Minutes)\*' field is empty. The 'Services Requested (As Applicable)\*' field is also empty. The sidebar and 'IMPORTANT MESSAGE' header are the same as in the previous screenshot.

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

The screenshot shows a sidebar menu on the left with categories like 'Login and Security', 'My Appointments', 'My Eligibility', and 'ACCOMMODATIONS'. The 'ACCOMMODATIONS' section is expanded, showing options like 'List Requests', 'Upload Additional Documentation', 'Alternative Testing', 'Alternative Formats', and 'Communication Access'. The main form area contains the following fields:

- Exam Type \***: A dropdown menu with 'Exam' selected.
- Date \***: A date picker showing '08/13/2024'.
- Time \***: A dropdown menu with 'Select' selected, circled in red.
- Standard Length Of Exam (In Minutes) \***: An empty input field.
- Services Requested (As Applicable) \***: A section with a yellow hint box that says 'Hint: You are required to make a minimum of 1 selections.' and two checkboxes: 'Computer for Essay/Short' and 'Extra Time 1.50x'.

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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.

The screenshot shows the same sidebar menu as in the previous image. The main form area contains the following fields:

- Date \***: A date picker showing '08/13/2024'.
- Time \***: A dropdown menu with '9 AM' selected.
- Standard Length Of Exam (In Minutes) \***: An empty input field, circled in red.
- Services Requested (As Applicable) \***: A section with a yellow hint box that says 'Hint: You are required to make a minimum of 1 selections.' and three checkboxes: 'Computer for Essay/Short Answer Questions', 'Extra Time 1.50x', and 'Reader or Text-to-Speech'.

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

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

**SIGN OUT >**

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

Services Requested (As Applicable) \* :

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

Computer for Essay/Short Answer Questions     Extra Time 1.50x

Reader or **Text-to-Speech**

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

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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 program

Additional Note:

|

FORM SUBMISSION

ADD EXAM REQUEST >

BACK TO LIST >

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Click "ADD EXAM REQUEST"

Additional Note:

Schedule conflict

FORM SUBMISSION

ADD EXAM REQUEST >

BACK TO LIST >

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

This screenshot shows a user interface with a left-hand navigation menu and a main content area. The navigation menu includes options like "My E-Form Agreements", "My Mailbox (Sent Emails)", and "My Signup List". Under the "ACCOMMODATIONS" section, "Alternative Testing" is highlighted with a red circle. The main content area displays an exam scheduled for Tuesday, August 13, 2024, from 09:00 AM to 10:15 AM (75 minutes). Below this, there is a "TERMS AND CONDITIONS" section with text explaining that students must schedule exams at the same time as the class or as close as possible, and providing contact information for assistance.

> 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 >**

- **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](mailto:eastesting@coloradomeda.edu) for guidance.

This screenshot shows a user interface with a left-hand navigation menu and a main content area. The navigation menu includes options like "My Appointments", "My Files", and "My Eligibility". Under the "ACCOMMODATIONS" section, "Alternative Testing" is highlighted with a red circle. The main content area displays a table titled "UPCOMING EXAMS SCHEDULED". The table has four columns: "View", "Status", "Location", and "CRN". There is one row of data with a "View" button circled in red, a status of "Waiting for Instructor", a location of "To Be Determined", and a CRN of "X202403".

> 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
<a href="#">View</a>	Waiting for Instructor	To Be Determined	X202403

- > Flex Plan
- > Notetaking Services

**SIGN OUT >**

Additional Notes:

Schedule conflict

**FORM SUBMISSION**

**UPDATE EXAM REQUEST >**

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