

NAVIGATING SCHEDULING EXAMS IN THE AIM STUDENT PORTAL

Disability Access Center

Walb Student Union, Room 113

(E) dac@pfw.edu

(P) 260-481-6657

(W) <https://www.pfw.edu/dac>

Log into your AIM Student Portal

AIM STUDENT PORTAL

<https://augusta.accessiblelearning.com/PFW/>

Scheduling Exams

Please note:

- Students can schedule their exams within AIM **AFTER** their instructor has completed the DAC Testing Instruction Form. If the form is not filled out the student will not have access to schedule exams.
- You cannot schedule exams later than 3 business days without approval from the DAC. Approval will only be granted for exams/quizzes that the instructor has scheduled within 3 business days of the exam date.
- You can choose the date/time and which accommodations you would like to utilize on the exam.

After logging into your AIM Student Portal

Navigating the “Alternative Testing” Tab in the AIM Student Portal

- Testing Instruction Form(s)
 - Select course from drop down menu for which you would like to schedule a quiz/exam then click “Schedule an Exam” button.

Welcome Kodiak Dog! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

**PURDUE UNIVERSITY
FORT WAYNE**

My Dashboard

Home >> My Dashboard >> Alternative Testing

Login as User Feature

Back to My Profile

SMS (Text Messaging)

Status: OFF

Update Preference

Home

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- > SMS (Text Messaging)
- > Additional Documentation
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My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Course Syllabus
- > **Alternative Testing**
- > Alternative Formats
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ALTERNATIVE TESTING

Testing Instruction Form(s)

Below is the list of all Testing Instruction Form(s) submitted through the system.
If you do not see your course listed, this means that your testing instruction form **HAS NOT BEEN COMPLETED** and you are unable to schedule alternative testing at this time.
Please contact our office as soon as possible if your exam date is approaching so that your room can be properly scheduled.

Select Class: DACFAKE 90210.01L - DAC FAKE COURSE (00003)

Schedule an Exam

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

DACFAKE 90210.01L - Dac Fake Course [View Other Exams](#)

In-Person Exam (taken at DAC) - Wednesday, August 18, 2021 - 11:00 AM - 12:30 PM (90) [Modify Request](#) [Cancel Request](#)

Status: **Approved** Location: Desk 1

Approved Accommodation(s):

- 150% Extended Time on Timed Assessments

Request Entered on Wednesday, August 11, 2021 at 04:57:42 PM

DACFAKE 90210.01L - Dac Fake Course [View Other Exams](#)

In-Person Exam (taken at DAC) - Wednesday, August 25, 2021 - 09:00 AM - 10:30 AM (90) [Modify Request](#) [Cancel Request](#)

Status: **Approved** Location: **TBD**

Approved Accommodation(s):

- 150% Extended Time on Timed Assessments

Required Technology:

- Brightspace

After logging into your AIM Student Portal

Navigating the “Alternative Testing” Tab in the AIM Student Portal

- Exam Details
 - Select assessment type from drop down menu.
- Date
 - Enter date you are requesting to take exam/quiz in Month/Day/Year format (i.e., 12/31/2010).
- Time
 - Choose time you are requesting from drop down menu.
- Services Requested
 - Your approved accommodations appear here. Check all that apply.
- Additional Notes
 - Any explanation that you deem necessary can be added to this box.

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Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

Exam Detail

Testing Instruction Form Type: DAC Alternative Testing Agreement (PRACTICE 8/11)

Request Type: **In-Person Exam (taken at DAC)**

View: Exam Schedule Availability

Date: **8/25/2021**

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time: **9 AM** **30**

Services Requested (As Applicable)

150% Extended Time on Timed Assessments

Required Technology (If Applicable)

Audio Recording of Assessment Brightspace
 Dragon Natural Speaking JAWS
 Kurzweil Listen to Approved Music
 Magnasight Read&Write Gold
 Typed Answers Instead of Handwritten ZoomText

Additional Note: **Online exam through Brightspace.**

Term(s) and Condition(s)

Please indicate that you have read and agreed to the following statement(s):

I understand standards of academic integrity are strictly adhered to in the DAC therefore only test materials approved by the professor/instructor are allowed in the testing room.

After logging into your AIM Student Portal

Navigating the “Alternative Testing” Tab in the AIM Student Portal

- Term(s) and Condition(s)
 - Important details for testing in the DAC are listed here. These must be checked off to submit your request.
 - Please read through these and refer any questions to dac@pfw.edu or 260-481-6657.
- Submit Request
 - To submit your exam request, click the “Add Exam Request.”

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 Typed Answers Instead of Handwritten ZoomText

Additional Note:

Term(s) and Condition(s)

Please indicate that you have read and agreed to the following statement(s):

- I understand standards of academic integrity are strictly adhered to in the DAC therefore only test materials approved by the professor/instructor are allowed in the testing room.
- I understand the testing rooms are equipped with video and/or audio recording equipment.
- If I am found to be committing acts of dishonesty it will be reported to the professor/instructor and Dean of Students' office.
- PFW or state ID is required to test in the DAC. No ID means no exam.
- Late arrival to your exam/quiz may result in the inability to test.
- If you must reschedule your exam/quiz, it is your responsibility to make arrangements with your professor/instructor and have them notify the DAC of permission granted to reschedule. Please have your professor/instructor email dac@pfw.edu to provide confirmation.
-

Add Exam Request [Back to Testing Requests Overview](#)

NEED HELP?
Access Tutorials
Contact Our Office
Read Disclaimer

DISABILITY ACCESS CENTER
Purdue University Fort Wayne
Walb Student Union, Room 113, 2101 E. Coliseum Blvd.
Fort Wayne, IN 46815

Website: [Visit Us](#)
Email Us: dac@pfw.edu

Phone: (260) 481 - 6657
Fax: (260) 481 - 6018

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After logging into your AIM Student Portal

Navigating the “Alternative Testing” Tab in the AIM Student Portal

- Confirmation
 - After the exam request is submitted, you will see a green checkmark at the top of the page with a message saying “System Update is Successful”



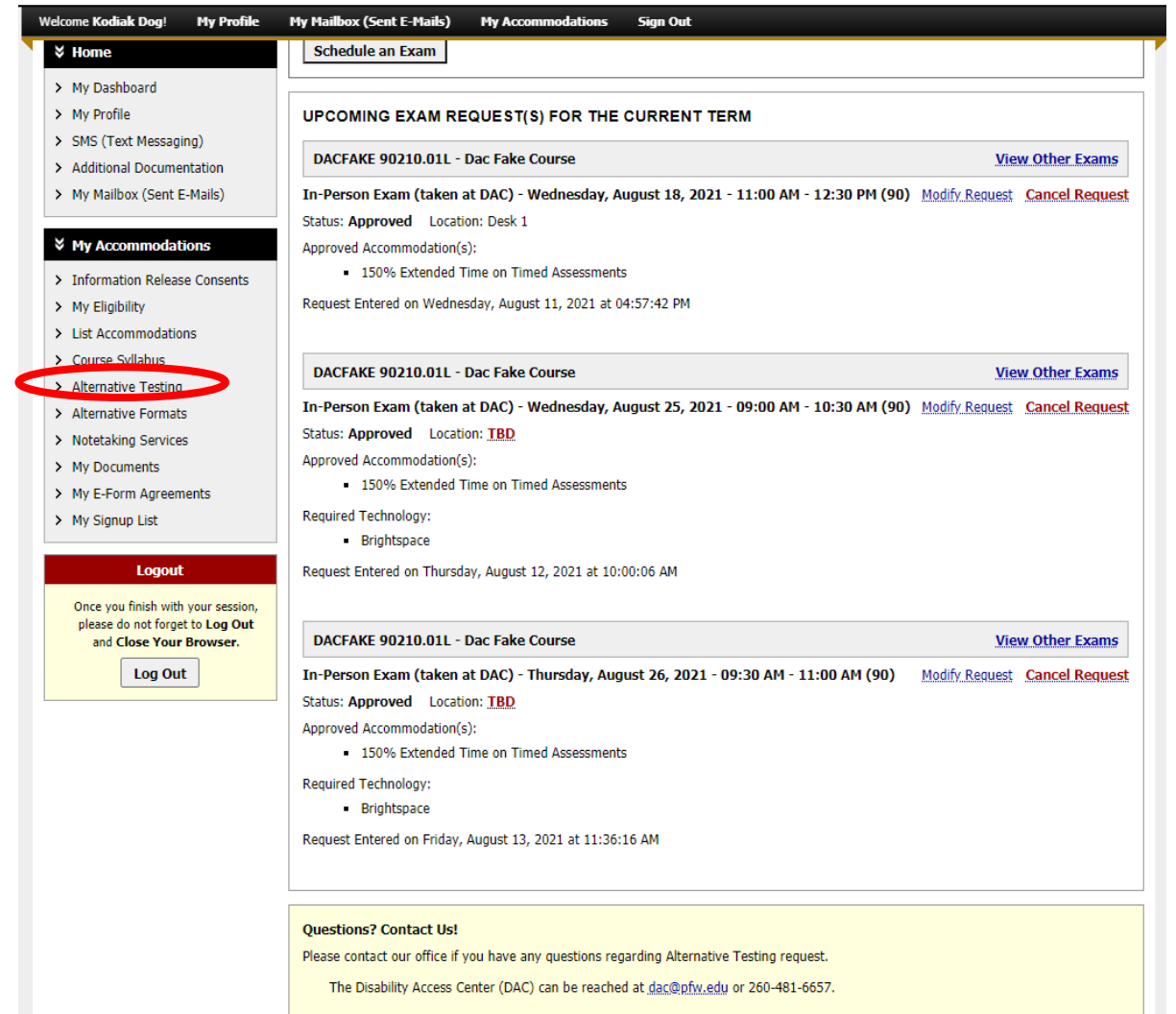
SYSTEM UPDATE IS SUCCESSFUL

The system has successfully processed your request.

Viewing Upcoming Exams

How to:

- You can view upcoming exams and modify or cancel them by going to the “Alternative Testing” tab shown previously.



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[Schedule an Exam](#)

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

DACFAKE 90210.01L - Dac Fake Course [View Other Exams](#)

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Status: **Approved** Location: Desk 1

Approved Accommodation(s):

- 150% Extended Time on Timed Assessments

Request Entered on Wednesday, August 11, 2021 at 04:57:42 PM

DACFAKE 90210.01L - Dac Fake Course [View Other Exams](#)

In-Person Exam (taken at DAC) - Wednesday, August 25, 2021 - 09:00 AM - 10:30 AM (90) [Modify Request](#) [Cancel Request](#)

Status: **Approved** Location: **TBD**

Approved Accommodation(s):

- 150% Extended Time on Timed Assessments

Required Technology:

- Brightspace

Request Entered on Thursday, August 12, 2021 at 10:00:06 AM

DACFAKE 90210.01L - Dac Fake Course [View Other Exams](#)

In-Person Exam (taken at DAC) - Thursday, August 26, 2021 - 09:30 AM - 11:00 AM (90) [Modify Request](#) [Cancel Request](#)

Status: **Approved** Location: **TBD**

Approved Accommodation(s):

- 150% Extended Time on Timed Assessments

Required Technology:

- Brightspace

Request Entered on Friday, August 13, 2021 at 11:36:16 AM

Questions? Contact Us!

Please contact our office if you have any questions regarding Alternative Testing request.

The Disability Access Center (DAC) can be reached at dac@pfw.edu or 260-481-6657.

QUESTIONS?

Contact the Disability Access Center:

- Email: dac@pfw.edu
- Phone: 260-481-6657
- Location: Walb Student Union, Room 113