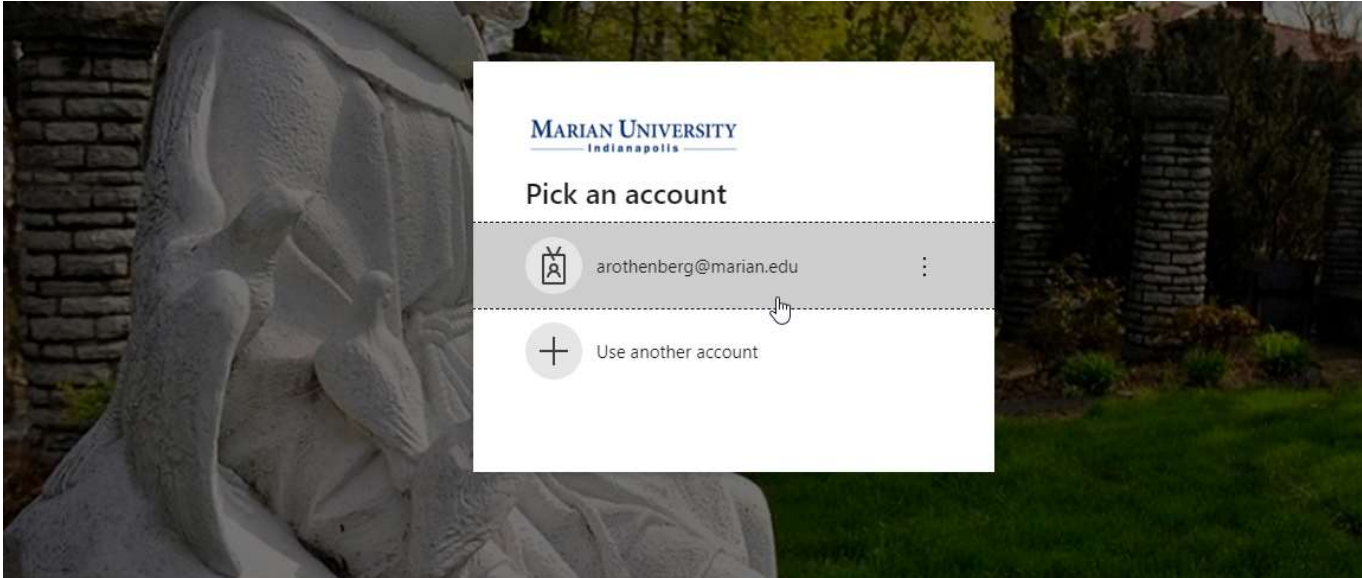
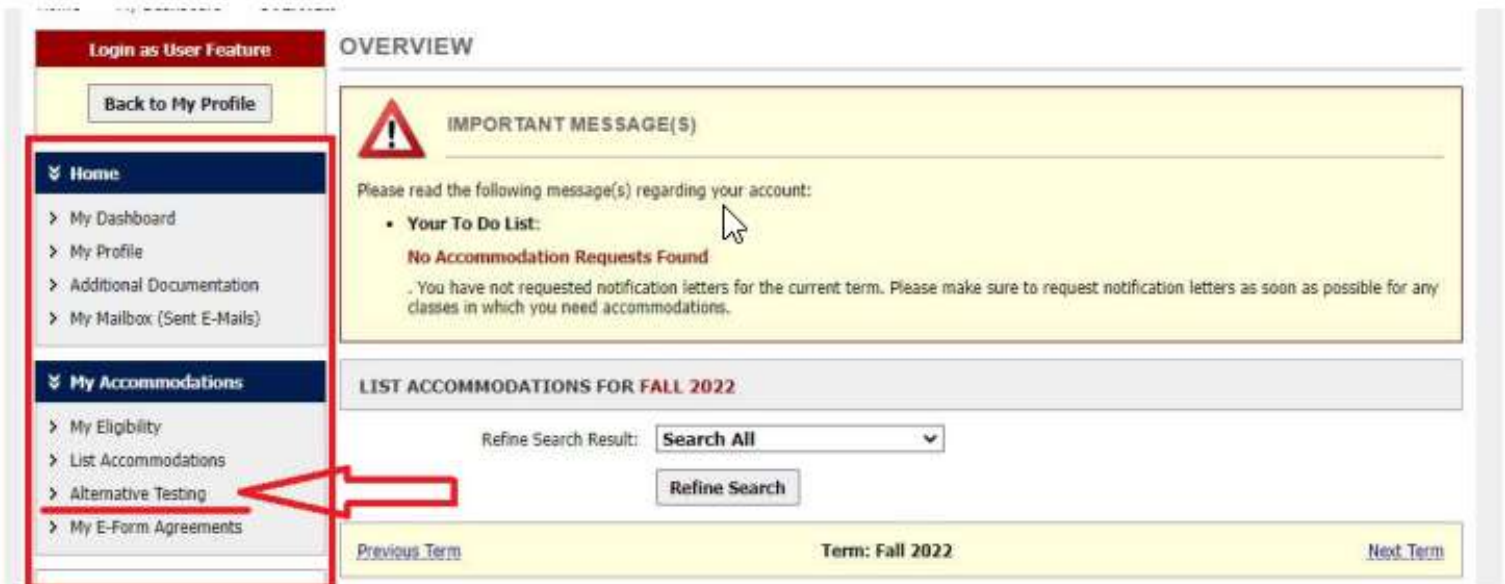


Scheduling an Exam in the AIM System

1. Log in to AIM Utilizing your Marian University credentials
<https://hunter.accessiblelearning.com/Marian>



2. Utilizing menu on the left side of your screen, under MY ACCOMMODATIONS, choose ALTERNATIVE TESTING

A screenshot of the AIM system dashboard. The left sidebar contains a navigation menu with the following items: "Home", "My Dashboard", "My Profile", "Additional Documentation", "My Mailbox (Sent E-Mails)", "My Accommodations", "My Eligibility", "List Accommodations", "Alternative Testing", and "My E-Form Agreements". The "Alternative Testing" item is highlighted with a red arrow. The main content area is titled "OVERVIEW" and features a yellow "IMPORTANT MESSAGE(S)" banner with a warning icon. The message reads: "Please read the following message(s) regarding your account: Your To Do List: No Accommodation Requests Found. You have not requested notification letters for the current term. Please make sure to request notification letters as soon as possible for any classes in which you need accommodations." Below the message is a section titled "LIST ACCOMMODATIONS FOR FALL 2022" with a search dropdown set to "Search All" and a "Refine Search" button. At the bottom, there are links for "Previous Term", "Term: Fall 2022", and "Next Term".

3. Under Testing Agreement Form choose the class you would like to submit an exam for.

The screenshot shows a user dashboard with a navigation menu on the left and a main content area. The navigation menu includes 'Home', 'My Dashboard', 'My Profile', 'Additional Documentation', 'My Mailbox (Sent E-Mails)', 'My Accommodations', 'My Eligibility', 'List Accommodations', and 'Alternative Testing'. The main content area is titled 'ALTERNATIVE TESTING' and contains a 'Testing Agreement Form(s)' section. This section includes a 'Back to My Profile' button, a 'Login as User Feature' button, and a 'Testing Agreement Form(s)' section. Below this, there is a text box stating: 'Below is the list of all Testing Agreement Form(s) submitted through the system. You can still request exams even if there is no Testing Agreement Form specified.' This is followed by a 'Select Class:' dropdown menu set to 'Select One' and a 'Schedule an Exam' button. A yellow box at the bottom of the main content area contains the text: 'Questions? Contact Us! Please contact our office if you have any questions regarding Alternative Testing request. Personalized Learning Center Testing plc@marian.edu'.

4. Select the class you would like to submit an exam request for. Complete all exam details. You can add multiple exams for the class. Look at your syllabus and add any exams scheduled. ONLY COMPLETE this if you are planning on taking exams within the PLC Testing Center.

The screenshot shows two overlapping windows. The top window is titled 'TERMS AND CONDITIONS OF REQUESTING EXAM WITHOUT TESTING AGREEMENT FORM'. It features a warning icon and the following text: 'Please read carefully the following terms and conditions of scheduling alternative testing in PLC:'. A bullet point states: 'The PLC Testing Center hours for Fall 2022 are as follows: Monday - Friday 8am - 5pm'. Below this, it says: 'If your exam is scheduled to go past 5pm our staff will work with you and your professor to try and accommodate your scheduled end time. Hours may be extended during finals week. The PLC Testing Center is unable to facilitate walk-in exams.' A second bullet point states: 'Any late exam requests (not within 2 business days prior to the exam date) must be approved by the PLC Testing Center Staff. Late scheduling requests may result in the PLC being unable to proctor your exam.' The bottom window is titled 'Exam Detail' and contains the following form fields: 'Select Class' (dropdown menu set to 'BIO 216.MM01- Medical Terminology (CRN: 16854)'), 'Request Type' (dropdown menu set to 'Select One'), 'Campus Location' (dropdown menu set to 'Select One'), 'Date' (calendar icon), 'Time' (two dropdown menus set to 'Select'), 'Services Requested (As Applicable)' (checkboxes for '50% Extended Time', 'Exam Reader', and 'Exam Text-to-Speech'), and 'Additional Note' (text area). At the bottom of the 'Exam Detail' window are two buttons: 'Add Exam Request' and 'Back to Testing Requests Overview'.