# SCHEDULING AN EXAM IN AIM



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#### FROM THE MAIN PAGE, NAVIGATE TO "ALTERNATIVE TESTING"

Back to My Profile	PRINTING FACULTY NOTIFICATION LETTER IN PDF						
SMS (Text Messaging) Status: OFF Update Preference	Note: It may take up to 10 seconds to generate each PDF file. Important Note: Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns. Select Class: Select One  Generate PDF						
<ul> <li>Home</li> <li>My Dashboard</li> <li>My Profile</li> <li>SMS (Text Messaging)</li> <li>Additional Accommodation Request Form</li> <li>My Mailbox (Sent E-Mails)</li> </ul>	LIST ACCOMMODATIONS FOR SUMMER 2022         Refine Search Result:       Search All         Refine Search         Previous Term       Term: Summer 2022						
<ul> <li>My Accommodations</li> <li>My Eligibility</li> <li>List Accommodations</li> <li>Alternative Testing</li> <li>Notetaking Services</li> <li>My Documents</li> </ul>	CRDS BC1234.01 - Cards Testing Aim Out (CCN: 12345)       Modify Request Cancel Request         Instructor(s):       ANGELENE PRENDERGAST-SANTIAGO, SOHIRA IDREES         Pays and Time(s):       MWF at 10:10 AM - 11:25 AM         Pate Range(s):       07/05/2022 - 08/09/2022         Location(s):       Alt 101 (Campus: BC)						

## CHOOSE THE CLASS THAT YOU WANT TO SCHEDULE AN EXAM FOR

	Alternative Testing Contract(s)					
	Below is the list of all Alternative Testing Contract(s) submitted through the system. If you do not see your course listed, this means that your <b>Alternative Testing Contract</b> 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: 🗸 Select One	<u>[</u>				
	CRDS BC1234.01 -	CARDS Testing AIM Out (12345)				

Don't see your class listed? Please email cards@barnard.edu ASAP! After selecting the course, click the "Schedule an Exam" button.

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### COMPLETE THE REQUESTED INFORMATION

Days	Time Start	Time End	Date Range	Location	
MWE	10:10 AM	11:25 AM	07/05/2022 - 08/09/2022	Alt 101	
Exam Detail					
Alternative Te	sting Contract Type:	Alternative Testi	ng Contract Summer 2022		
Request Type 🖭 Midterm 🗸					
View: Exam Schedule Availability					
Date 1: 06/22/2022 III Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010				. 12/31/2010).	
Time <u>*</u> : <b>9</b> AM · <b>00</b> · ·					
		Services Req	uested (As Applicable) *	Time 1.50x	
Additional Note: Leave any additional notes here!					
		Add Exam Requ	est Back to Testing Requests C	Dverview	

Select the type of exam (midterm or final), the date and time, any accommodations you're requesting for the specific exam, and add any notes.

Please schedule your exam at the same time as your class unless you have an exception approved by your professor.

Exams must be scheduled 7-10 business days ahead of time.

#### WANT TO KNOW IF YOU'VE COMPLETED THE REQUEST?

Status: OFF							
Update Preference	CLASS: CRDS BC1234.01 - Cards Testing Aim Out (CCN: 12345)						
Home     My Dashboard	View All Upcoming Exam Requests						
> My Profile							
> SMS (Text Messaging)	UPCOMING EXAM REQUEST(S) FOR THE CURRENT CLASS						
<ul> <li>Additional Accommodation Request Form</li> </ul>	Midterm - Wednesday, June 22, 2022 - 09:00 AM - 11:15 AM (135) Modify Requ	est Cancel Request					
> My Mailbox (Sent E-Mails)	Status: Processing						
	Approved Accommodation(s):						
¥ My Accommodations	<ul> <li>Distraction reduced testing environment</li> </ul>						
> My Eligibility	<ul> <li>Extra Time 1.50x</li> </ul>						
> List Accommodations	Request Entered on Monday, June 06, 2022 at 02:01:55 PM						
> Alternative Testing							
> Notetaking Services							

Click "View All Upcoming Exam Requests" to see any requests that are processing or approved.

If your exam says "Processing" that means you've completed your part of scheduling an exam!