
SCHEDULING AN EXAM IN AIM



click QR code for website

FROM THE MAIN PAGE, NAVIGATE TO "ALTERNATIVE TESTING"

The screenshot shows the AIM system interface. On the left is a navigation menu with 'Alternative Testing' circled in red and a red arrow pointing to it. The main content area includes a 'PRINTING FACULTY NOTIFICATION LETTER IN PDF' section with a 'Generate PDF' button, and a 'LIST ACCOMMODATIONS FOR SUMMER 2022' section with search filters and a table of accommodations. The table lists 'CRDS BC1234.01 - Cards Testing Aim Out (CCN: 12345)' with details for instructor, days and time, date range, and location.

CHOOSE THE CLASS THAT YOU WANT TO SCHEDULE AN EXAM FOR

The screenshot shows the 'Alternative Testing Contract(s)' page. It contains instructions and a 'Select Class' dropdown menu. The dropdown menu is open, showing 'CRDS BC1234.01 - CARDS Testing AIM Out (12345)' selected. A red arrow points to the 'Schedule an Exam' button at the bottom left of the page.

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
MWF	10:10 AM	11:25 AM	07/05/2022 - 08/09/2022	Alt 101

Exam Detail
Alternative Testing Contract Type: **Alternative Testing Contract Summer 2022**
Request Type: **Midterm**
[View: Exam Schedule Availability](#)
Date: **06/22/2022**
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).
Time: **9 AM** **00**
Services Requested (As Applicable):
 Distraction reduced testing environment Extra Time 1.50x
Additional Note:
[Add Exam Request](#) [Back to Testing Requests Overview](#)

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)

 [View All Upcoming Exam Requests](#)

UPCOMING EXAM REQUEST(S) FOR THE CURRENT CLASS

Midterm - Wednesday, June 22, 2022 - 09:00 AM - 11:15 AM (135) [Modify Request](#) [Cancel Request](#)

Status: **Processing**

Approved Accommodation(s):

- Distraction reduced testing environment
- Extra Time 1.50x

Request Entered on Monday, June 06, 2022 at 02:01:55 PM

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!