

HOW TO REVIEW YOUR EXAM REQUEST IN AIM

LOG IN TO AIM

My Profile
SMS (Text Messaging)
Additional Accommodation Request Form
My Mailbox (Sent E-Mails)

My Accommodations

- My Eligibility
- List Accommodations
- Alternative Testing**
- Notetaking Services
- My Documents
- My E-Form Agreements

Any questions or concerns? Use the following contact information:
Primary Advisor
Name: Rebecca Sime Nagasawa
Phone: (212) 854 - 4634
[Send Email](#)

Refine Search Result: **Search All**
Refine Search

Previous Term Term: Sp

TEST CLASS 000.0 - Test Class Spring 2023 (CCN: 00000)

Instructor(s): **Sohira Idrees**
Days and Time(s): **MW at 10:00 AM - 10:50 AM**
Date Range(s): **Not Specified**
Location(s): **Not Specified**

Request Status

Approved
First Entered by: Sohira Idrees
First Entered on: **01/12/2023 at 04:4**
Last Updated by: Sohira Idrees
Last Updated on: **02/13/2023 at 09:**

List Accommodation(s) Selected for TEST CLASS 000.0

Login to AIM and click 'Alternative Testing' on the left side.

NAVIGATE TO 'UPCOMING EXAM REQUESTS FOR CURRENT TERM

[Back to My Profile](#)

SMS (Text Messaging)
Status: **OFF**
[Update Preference](#)

Home

- My Dashboard
- My Profile
- SMS (Text Messaging)
- Additional Accommodation Request Form
- My Mailbox (Sent E-Mails)

My Accommodations

- My Eligibility
- List Accommodations
- Alternative Testing**

Alternative Testing Contract(s)

Below is the list of all Alternative Testing Contract(s) submitted through the s
If you do not see your course listed, this means that your **Alternative Testi**
to schedule alternative testing at this time.

Please contact our office as soon as possible if your exam date is approaching

Select Class: **Select One**

[Schedule an Exam](#) [View Alternative Testing Contract](#)

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

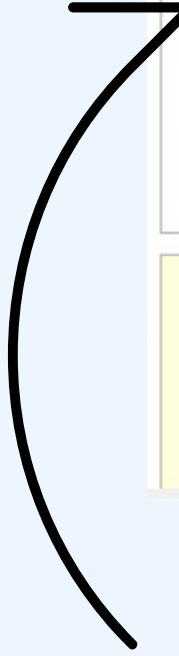
TEST CLASS 000.0 - Test Class Spring 2023
Final - Wednesday, April 12, 2023 - 10:00 AM - 02:30 PM (270)
Status: **Approved** Location: **TBD**
Approved Accommodation(s):

- Distraction reduced testing environment
- Extra Time 1.50x

Request Entered on Tuesday, April 04, 2023 at 09:56:55 AM

HOW TO REVIEW YOUR EXAM REQUEST IN AIM

YOU CAN DOUBLE-CHECK TO SEE THAT ALL THE INFORMATION FOR ANY UPCOMING EXAM REQUESTS ARE CORRECT; DATE, TIME, REQUESTED ACCOMMODATIONS, ETC



Screenshot of the AIM system interface showing exam request details. The interface includes buttons for "Schedule an Exam" and "View Alternative Testing Contract". The main section is titled "UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM" and displays details for "TEST CLASS 000.0 - Test Class Spring 2023". The exam is scheduled for "Final - Wednesday, April 12, 2023 - 10:00 AM - 02:30 PM (270)". The status is "Approved" and the location is "TBD". The approved accommodation(s) listed are "Distraction reduced testing environment" and "Extra Time 1.50x". The request was entered on Tuesday, April 04, 2023 at 09:56:55 AM. There are buttons for "View Other Exams", "Modify Request", and "Cancel Request". A large black arrow points from the text below to the "Status: Approved" field in the screenshot.

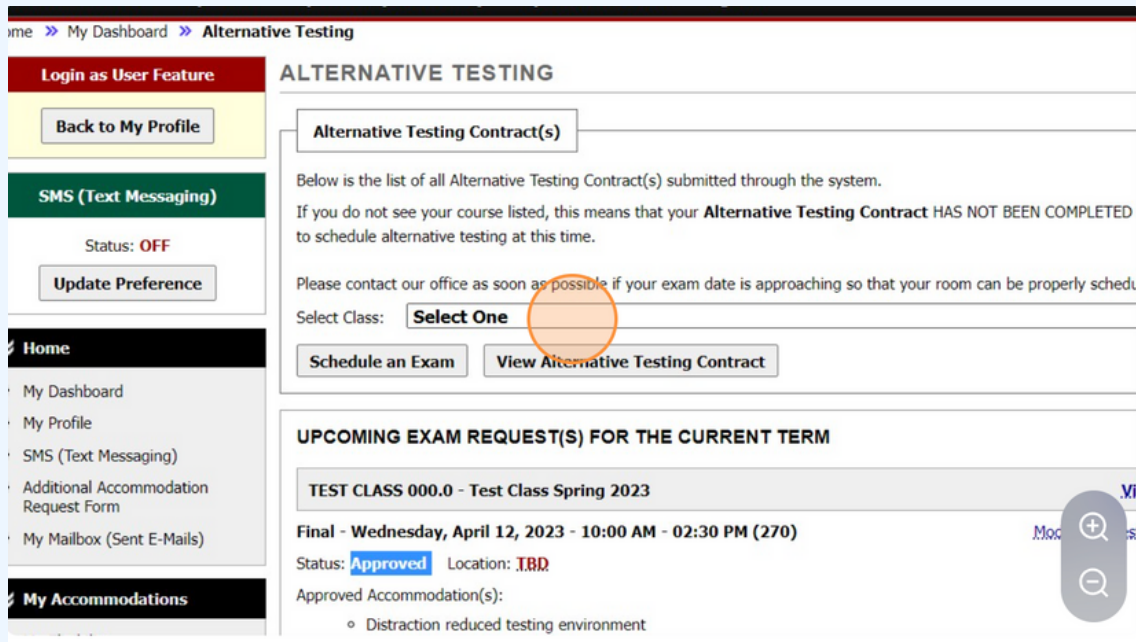
Questions? Contact Us!
Please contact our office if you have any questions regarding Alternative Testing request.

Requesting Exam Accommodations
In order to schedule exams with CARDS online through AIM you must first request accommodations in AIM which will generate a Faculty Notification Letter that will be emailed to your professor. Each professor will be asked to electronically confirm your accommodation plan within one week of receiving the request from the CARDS office. Accommodations must be electronically confirmed by each professor before they are considered active and you are eligible to receive any accommodations through CARDS.

You can also see the Status of an exam request, either "Approved" or "Processing" This is also where you'll find your testing location, which will be updated by the morning of your exam. Please double check this before leaving for your exam as we have multiple testing locations on campus

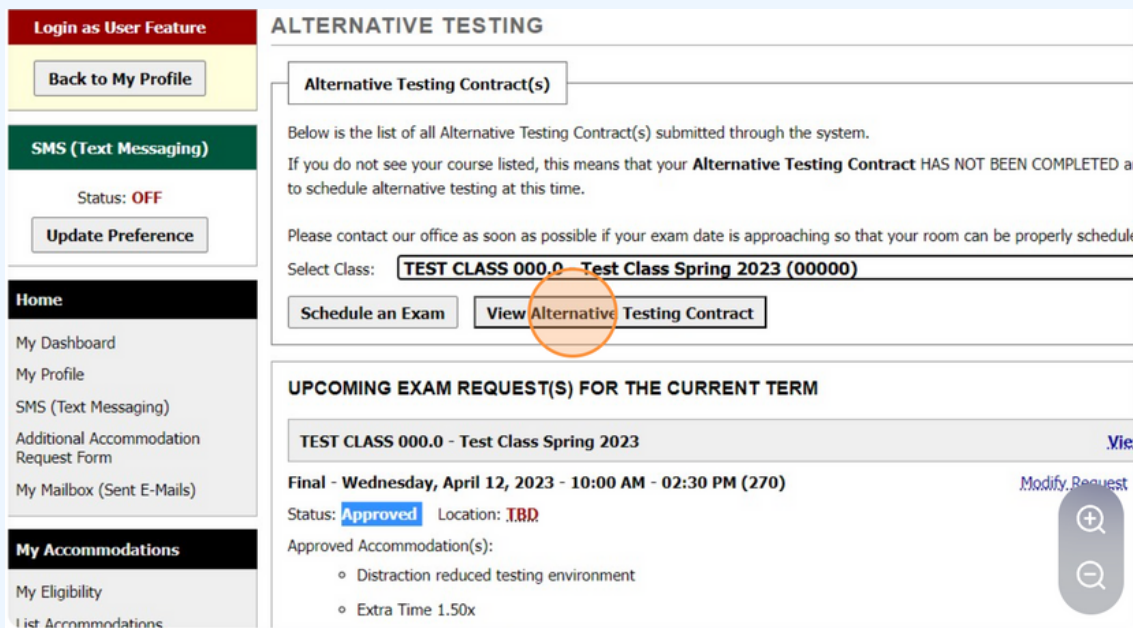
REVIEWING YOUR ALTERNATIVE TESTING CONTRACT IN AIM

YOU CAN ALSO NAVIGATE TO THE 'SELECT CLASS" DROPDOWN MENU



The screenshot shows the 'Alternative Testing' page in the AIM system. The left sidebar contains navigation options: 'Login as User Feature' (Back to My Profile), 'SMS (Text Messaging)' (Status: OFF, Update Preference), 'Home' (My Dashboard, My Profile, SMS (Text Messaging), Additional Accommodation Request Form, My Mailbox (Sent E-Mails)), and 'My Accommodations'. The main content area is titled 'ALTERNATIVE TESTING' and includes a section for 'Alternative Testing Contract(s)'. Below this, there is a list of 'UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM'. The first entry is 'TEST CLASS 000.0 - Test Class Spring 2023', with details: 'Final - Wednesday, April 12, 2023 - 10:00 AM - 02:30 PM (270)', 'Status: Approved', 'Location: TBD', and 'Approved Accommodation(s): Distraction reduced testing environment'. The 'Select Class' dropdown menu is highlighted with an orange circle.

CHOOSE A CLASS, AND CLICK THE "VIEW ALTERNATIVE TESTING CONTRACT" BUTTON



The screenshot shows the 'Alternative Testing' page in the AIM system. The left sidebar is the same as in the previous screenshot. The main content area is titled 'ALTERNATIVE TESTING' and includes a section for 'Alternative Testing Contract(s)'. Below this, there is a list of 'UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM'. The first entry is 'TEST CLASS 000.0 - Test Class Spring 2023', with details: 'Final - Wednesday, April 12, 2023 - 10:00 AM - 02:30 PM (270)', 'Status: Approved', 'Location: TBD', and 'Approved Accommodation(s): Distraction reduced testing environment, Extra Time 1.50x'. The 'View Alternative Testing Contract' button is highlighted with an orange circle.

REVIEWING YOUR ALTERNATIVE TESTING CONTRACT IN AIM

HERE YOU CAN SEE ALL OF THE PROCTORING INSTRUCTIONS YOUR PROFESSOR HAS SHARED WITH US. IF ANYTHING DIFFERS FROM WHAT YOUR PROFESSOR HAS SHARED IN CLASS, EMAIL THE PROFESSOR AND COPY CARDS@BARNARD.EDU TO CONFIRM WHAT IS AND WHAT IS NOT ALLOWED DURING YOUR EXAM

The screenshot displays the AIM system interface. On the left is a navigation menu with sections: 'Update Preference', 'Home' (containing links to My Dashboard, My Profile, SMS, Additional Accommodation Request Form, and My Mailbox), and 'My Accommodations' (containing links to My Eligibility, List Accommodations, Alternative Testing, Notetaking Services, My Documents, and My E-Form Agreements). At the bottom left of the menu is a green icon and the text 'Any questions or concerns?'. The main content area is titled 'Alternative Testing Contract Status' and shows: Status: Active, Confirmed: Confirmed, Confirmed Date: 02/07/2023 at 09:23 AM. A yellow box on the right says 'contact our office during'. Below this is the 'Alternative Testing Contract' section with three numbered questions. Question 1 asks about special procedures for timed exams; the answer is 'No special procedures'. Question 2 asks how to deliver the exam to CARDS; the answer is 'I will email the exam to cards@barnard.edu.'. Question 3 asks how to return exams to CARDS; the answer is 'Scan and return exams to me via email or upload to the AIM portal. I will log in to my AIM faculty portal account. Please allow up to 24-48 business hours for your upload.'. A magnifying glass icon is overlaid on the right side of the answer to question 3.

additional questions?
email cards@barnard.edu

REVIEWING YOUR ALTERNATIVE TESTING CONTRACT IN AIM

YOU CAN ALSO DOUBLE-CHECK HOW MUCH TIME YOUR PROFESSOR HAS ALLOTTED FOR EACH EXAM TYPE (FINAL, MIDTERM, QUIZ, ETC). THIS IS HOW AIM WILL CALCULATE YOUR EXTENDED TIME SO MAKE SURE THAT IT'S ACCURATE WITH WHAT YOUR PROFESSOR HAS SHARED IN CLASS. IF YOUR PROFESSOR DID NOT ENTER A FINAL EXAM TIME AND YOU KNOW YOU HAVE AN IN-PERSON, TIMED FINAL EXAM, EMAIL THE PROFESSOR AND COPY CARDS@BARNARD.EDU TO CONFIRM THAT FINAL EXAM TIME SINCE YOU WON'T BE ABLE TO SCHEDULE YOUR FINAL WITHOUT THAT INFORMATION

The screenshot displays the AIM system interface for user Amanda Test. At the top, navigation tabs include 'Welcome Amanda Test!', 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. A left sidebar contains a menu with 'List Accommodations', 'Alternative Testing', 'Notetaking Services', 'My Documents', and 'My E-Form Agreements'. Below the menu is a contact information box for the Primary Advisor, Rebecca Sime Nagasawa, with her name, phone number (212) 854-4634, and a 'Send Email' link. The main content area shows a list of questions and answers regarding exam return methods. Question 3 asks how the user would like exams returned during the semester, and Question 4 asks how they would like the final exam returned. Both questions have answers stating that exams should be returned via email to cards@barnard.edu or uploaded to the AIM portal. Below this is a section titled 'Exam Type(s)' with a sub-header 'Please list REGULAR CLASS EXAM LENGTH without extended time accommodations'. A table lists exam types and their durations: Composition (Not Specified), Final (180 Minutes), Midterm (75 Minutes), Quiz (10 Minutes), and Test (Not Specified). The 'Final' entry is highlighted in yellow. At the bottom, a yellow box titled 'Questions? Contact Us!' provides contact information for the office and a section for 'Requesting Exam Accommodations' with detailed instructions on the process.

Welcome Amanda Test! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

> List Accommodations
> Alternative Testing
> Notetaking Services
> My Documents
> My E-Form Agreements

Any questions or concerns?
Use the following contact information:
Primary Advisor
Name: Rebecca Sime Nagasawa
Phone: (212) 854 - 4634
[Send Email](#)

Answer:
I will email the exam to cards@barnard.edu.

3. If CARDS is proctoring your in person exam, how would you like CARDS to return exams during the semester (not during Finals) to you upon completion? We will only return exams to you using one method. *

Answer:
Scan and return exams to me via email or upload to the AIM portal. I understand that I can view and download the file by logging in to my AIM faculty portal account. Please allow up to 24-48 business hours from the exam completion time for upload

4. If CARDS is proctoring your in person final exam, please indicate how you would like CARDS to return the final exam to you. *

Answer:
Scan and return exams to me via email or upload to the AIM portal. I understand that I can view and download the file by logging in to my AIM faculty portal account. Please allow up to 48-72 business hours during final exams from the exam completion time for upload

Exam Type(s)

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

Composition **Not Specified** Minutes
Final **180** Minutes
Midterm **75** Minutes
Quiz **10** Minutes
Test **Not Specified** Minutes

Questions? Contact Us!
Please contact our office if you have any questions regarding Alternative Testing request.

Requesting Exam Accommodations
In order to schedule exams with CARDS online through AIM you must first request accommodations in AIM which will generate a Faculty Notification Letter that will be emailed to your professor. Each professor will be asked to electronically confirm your accommodation plan within one week of receiving the request from the CARDS office. Accommodations must be electronically confirmed by each professor before they are considered active and you are eligible to receive any accommodations through CARDS. Faculty must also fill out an Alternative Testing Contract before any exams may be scheduled in AIM.

additional questions?
email cards@barnard.edu