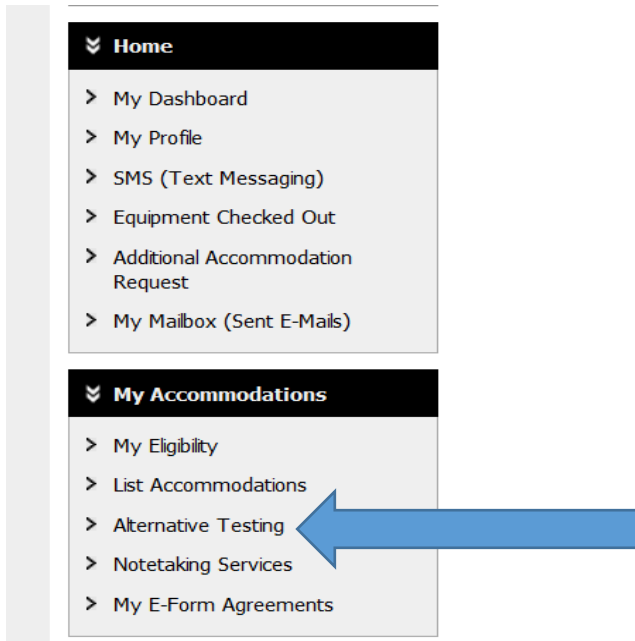


## Schedule your tests with Instructor & ODS

***\*Regular semester tests must be scheduled at least 3 business days in advance\****

***\*Final exams must be scheduled at least 10 business days in advance\****

1. Log in to ULINK
2. Go to *Academics Tab* → *Office of Disability Services* → *Access Accommodations*
3. [Log in to AIM](#) using your UL credentials.
4. My Accommodations → Alternative Testing




5. Select the class you need to schedule the exam from the drop down menu

### ALTERNATIVE TESTING

Alternative Testing Agreement(s)

Below is the list of all Alternative Testing Agreement(s) submitted through the system. **You can still request exams even if there is no Alternative Testing Agreement specified.**

Select Class:




6. Click ***"Schedule an exam"***

ALTERNATIVE TESTING

Alternative Testing Agreement(s)

Below is the list of all Alternative Testing Agreement(s) submitted through the system. **You can still request exams even if there is no Alternative Testing Agreement specified.**

Select Class:



## 7. This will lead you to the Exam Detail

- Select the type of exam
- Date you are taking the exam
- Time you are scheduling the exam
- Select the accommodations you wish to use (Only select the accommodations you wish to use for that specific exam)

**Exam Detail**

Select Class\*: **ITEC 429.001- Prog Ctrl Systems Technology**

Request Type\*: **Select One**

[View: Exam Schedule Availability](#)

Date\*:

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

Time\*: **Select** **Select**

**Services Requested\***

Distraction Reduced Environment  Extra Time 2.00x

Additional Note:

## 8. Agree to Terms and Conditions

### Term(s) and Condition(s)

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

- I understand that my exams should be scheduled to overlap the usual class time. If I schedule an exam that does NOT overlap the usual class time, I understand I will need to confirm this time with the instructor PRIOR to scheduling.

**Add Exam Request**

**Back to Testing Requests Overview**

## 9. Click ***"Add Exam Request"***

- ❖ You will receive an email either approving your exam request, or asking you to contact our office due to your request not complying with the rules your instructor specifies
- ❖ You can check the status of all your exams at any point by logging in to AIM and selecting the Alternative Testing tab