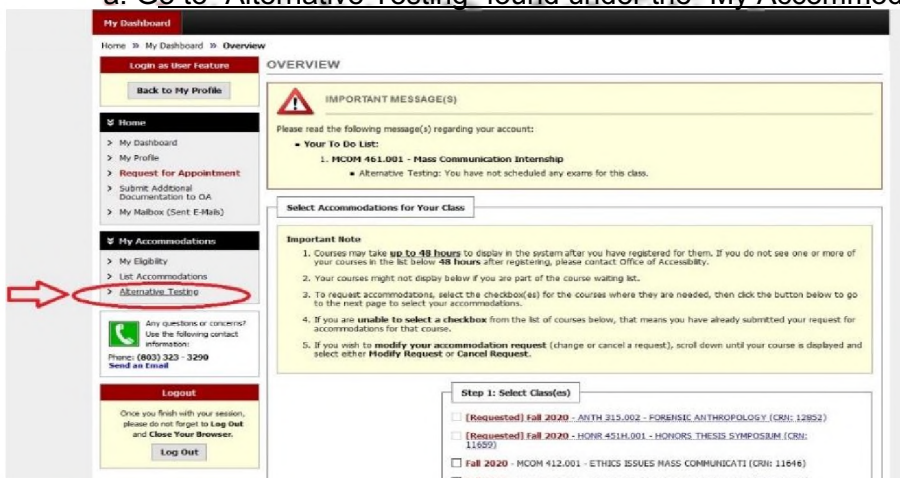
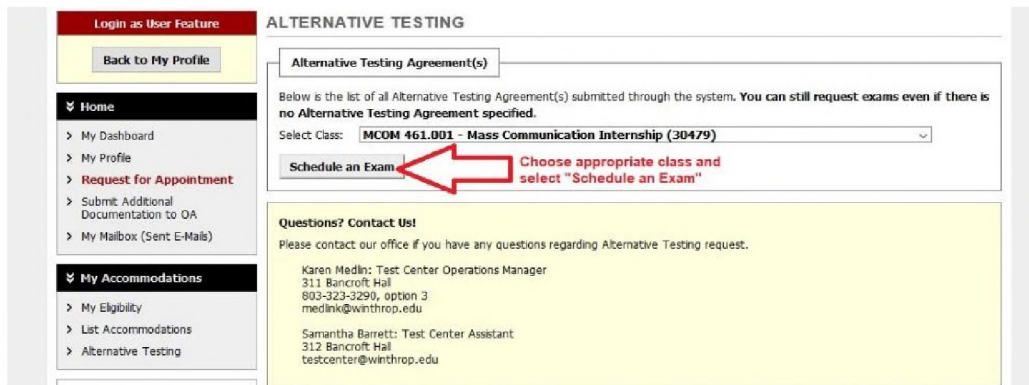


How to Reserve Space in the DRC Testing Center (Exams, Quizzes, Midterms, and Finals)

1. Go to the following link <https://olympic.accessiblelearning.com/Salisbury/>
Use your current SU email address and password. Duo is required.
2. On your Dashboard, On the left-hand column, you can view the equipment you have checked out, your approved accommodations (eligibilities), schedule exams, and also view all your Faculty Notification Letters.
 - a. Go to “Alternative Testing” found under the “My Accommodations” tab



3. Select the class you wish to schedule an exam for from the drop-down menu. Then, click “Schedule an Exam”.



4. Above the exam detail, a class schedule and location will display for you to see. ***Students must test at the same date and time as the class unless there is a valid academic conflict.***
Request Type: Specify if your request is for an Exam, Midterm, or Final.
Date: Enter date of the exam. **Time:** Enter time of the exam.
Services Requested: Select which accommodations you want to use. *All approved testing accommodations will automatically show here.*
Additional Note: Include any additional information for the proctor (example: testing later than the class due to back-to-back classes).

Once the form is completed, click “Add Exam Request”.

Logout

Once you finish with your session, please do not forget to Log Out and Close Your Browser.

Log Out

CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
N/A	N/A	N/A	05/18/2020 - 08/12/2020	TBA

Exam Detail

Alternative Testing Agreement Type: **Quiz**

Request Type: **Quiz**

View: Exam Schedule Availability

Date: **7/13/2020**

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

Time: **3 PM**

Services Requested (As Applicable):

☒ Distraction-Reduced Testing Environment ☒ Extended Time 50%

Select "Add Exam Request"

Add Exam Request Back to Testing Requests Overview

5. Exam requests must be received **three (3) business days prior to the exam date**. For example, three (3) business days prior to a Monday exam is the previous Wednesday. This change takes effect Fall 2021.
 - a. If you submit a request with **less** than 3 business days notice, you will be directed to a second page after clicking the “Add Exam Request” option in the previous image. You must submit a reason as to why it is a late request. **Your request will not go through if you do not complete this step.**
6. If your test is rescheduled, cancelled, or you are unable to keep your DRC Testing Center appointment due to illness, **please remember to cancel your exam request through AIM**. Log into your AIM account and select “Alternative Testing” under the “My Accommodations” tab on the left side. In the “Upcoming Exam Request(s) for the Current Term”, click “**Cancel Request**”

My Dashboard

Home > My Dashboard > Alternative Testing

Login as User Feature

Back to My Profile

Home

- My Dashboard
- My Profile
- Request for Appointment
- Submit Additional Documentation to OA
- My Mailbox (Sent E-Mail)

My Accommodations

- My Eligibility
- Let Accommodations
- Alternative Testing

Any questions or concerns? Use the following contact information:

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: **Select One**

Schedule an Exam

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

Exam ID	Exam Name	Exam Date/Time	Status	Actions
MCOR 461.001	Mass Communication Internship	Standard Exam - Tuesday, July 21, 2020 - 03:00 PM - 04:53 PM (113)	Approved	View Other Exams

For whatever reason, if you no longer need to take your exam at the Test Center, please cancel your request here!

***If you have any questions concerning the new process for requesting exams in AIM, contact the DRC at disabilitysupport@salisbury.edu or 410-543-6087. We are here to help you!