

How to Request Exams at ATSD in AIM

Step 1: Complete all steps for generating an accommodation letter.

Refer to the handout “Submitting Requests for Accommodation Letters” for details regarding this step.

Step 2: Sign in to AIM. Select “Alternative Testing” on the left-hand menu.

Login as User Feature

[Back to My Profile](#)

Home

- > My Dashboard
- > My Profile
- > My Mailbox (Sent E-Mails)

My Accommodations

- > My Eligibility
- > List Accommodations
- > Course Syllabus
- > **Alternative Testing**
- > Alternative Formats
- > My E-Form Agreements

Any questions or concerns? Use the following contact information:
Phone: (512) 245 - 3451
[Send an Email](#)

ALTERNATIVE TESTING

TXST Testing Agreement(s)

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

Select Class:

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

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

AIM 101.001 - Testing Out The Testing Module	View Other Exams
Standard Exam - Friday, August 20, 2021 - 08:15 AM - 10:15 AM (120)	Modify Request Cancel Request
Status: Processing	
Campus: Round Rock	
Approved Accommodation(s):	
<ul style="list-style-type: none">▪ Extra time (2.0x) for exams and quizzes containing calculations▪ Reduced Distraction Environment▪ Use of Computer with Screen Reader Software (JAWS/NVDA)	
Request Entered on Tuesday, August 17, 2021 at 08:33:18 AM	

Step 3: Select the course, then click “Schedule an Exam.”

ALTERNATIVE TESTING

TXST Testing Agreement(s)

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Step 4: Complete the exam details section.

Refer to your syllabus for the exam dates. ATSD exam start times remain at 8 a.m., 11 a.m., 2 p.m., and 3 p.m., with 5 p.m. available on Tuesday and Wednesday.

Select the services requested. It is critical to select the accommodations you want to use for your exam. If you do not select an accommodation, ATSD will not provide the accommodation on your exam.

Click “Add Exam Request” and repeat the steps for each exam.

CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
MWF	09:00 AM	10:00 AM	01/01/2021 - 12/25/2021	Old Main 227

Exam Detail

TXST Testing Agreement Type: **TXST Testing Agreement Version 4**

Request Type : Standard Exam ▼
[View: Exam Schedule Availability](#)

Campus Location : San Marcos ▼
Select the location you will take your exam, either ATSD-San Marcos or TCRR-Round Rock.

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

Time : Select ▼ Select ▼

Services Requested (As Applicable) *

<input checked="" type="checkbox"/> Braille Versions of Exams and Quizzes	<input checked="" type="checkbox"/> Extra time (2.0x) for exams and quizzes containing calculations
<input checked="" type="checkbox"/> Reduced Distraction Environment	<input checked="" type="checkbox"/> Use of Closed-Circuit Television (CCTV)
<input type="checkbox"/> Use of Computer with Screen Magnification Software (ZoomText)	<input type="checkbox"/> Use of Computer with Screen Reader Software (JAWS/NVDA)

Additional Note:

Add Exam Request **Back to Testing Requests Overview**

Please contact ATSD at atsd@txstate.edu or 512-245-7856 if you have questions about this process. You can find an overview of the entire process, including steps to cancel or reschedule a request, in the ACC 2362 section of the [ATSD testing system link webpage](#).