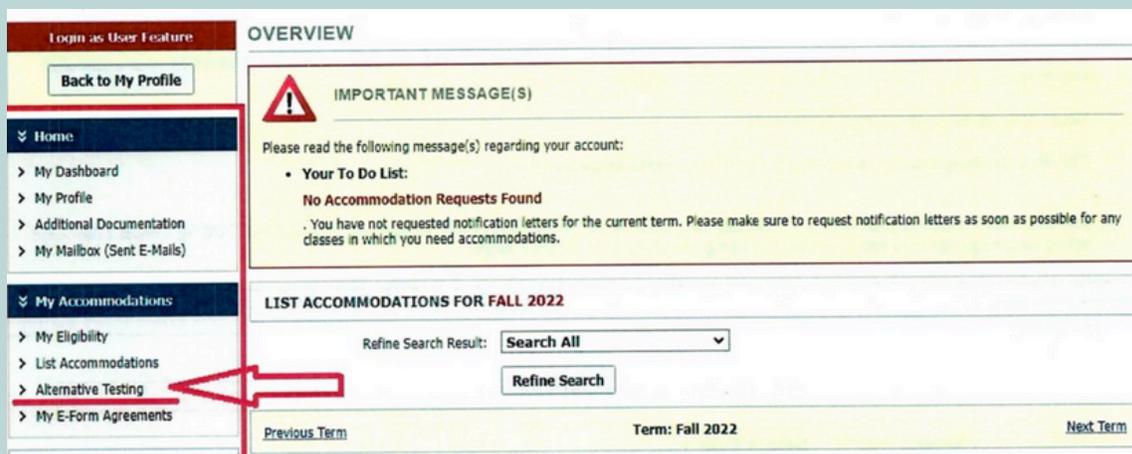


How to Schedule an Exam

Step 1: Log in to AIM utilizing your Marian University credentials (the account information associated with Canvas and MuHub).

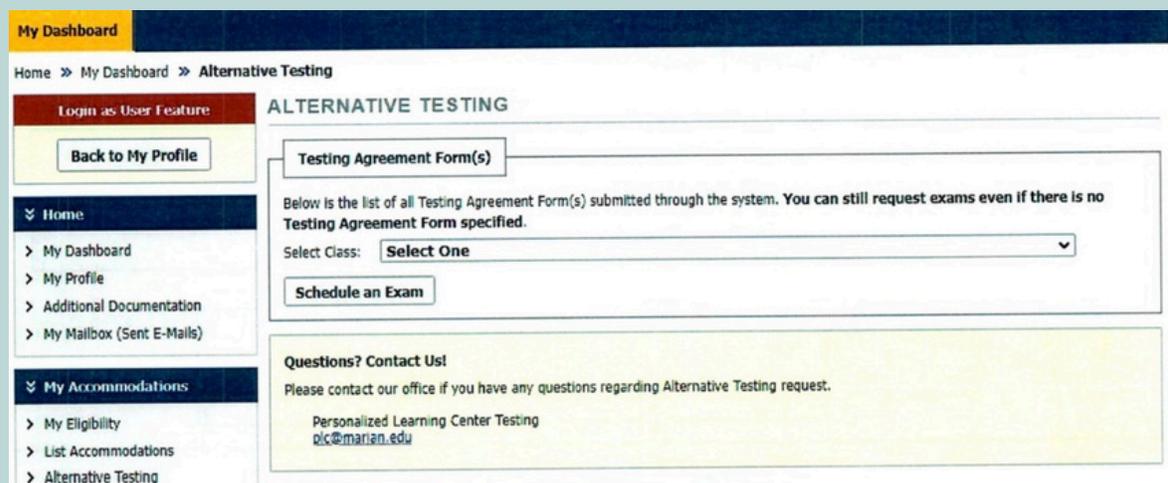
URL to access AIM: <https://hunter.accessiblelearning.com/Marian>

Step 2: Using the menu on the left side of your screen, under **My Accommodations**, choose **Alternative Testing**.



The screenshot shows the AIM dashboard interface. On the left is a navigation menu with a 'My Accommodations' section expanded to show 'Alternative Testing' highlighted with a red arrow. The main content area is titled 'OVERVIEW' and contains an 'IMPORTANT MESSAGE(S)' section with a warning icon and a 'Your To Do List' section stating 'No Accommodation Requests Found'. Below this is a 'LIST ACCOMMODATIONS FOR FALL 2022' section with a search filter set to 'Search All' and a 'Refine Search' button. The bottom of the page shows 'Term: Fall 2022' with 'Previous Term' and 'Next Term' links.

Step 3: Under **Testing Agreement Form**, choose the class you would like to submit an exam for.



The screenshot shows the 'ALTERNATIVE TESTING' page. The breadcrumb trail is 'Home >> My Dashboard >> Alternative Testing'. The page title is 'ALTERNATIVE TESTING'. The main section is 'Testing Agreement Form(s)' with a sub-header 'Below is the list of all Testing Agreement Form(s) submitted through the system. You can still request exams even if there is no Testing Agreement Form specified.' Below this is a 'Select Class:' dropdown menu set to 'Select One' and a 'Schedule an Exam' button. At the bottom, there is a 'Questions? Contact Us!' section with the text 'Please contact our office if you have any questions regarding Alternative Testing request.' and contact information for the Personalized Learning Center Testing: 'plc@marian.edu'.

Step 4: Select the class you would like to submit an exam request for and complete **all exam details** and click “**Add Exam Request**”. ** You should only complete this if you plan to take exams in the PLC!

 **TERMS AND CONDITIONS OF REQUESTING EXAM WITHOUT TESTING AGREEMENT FORM**

Please read carefully the following terms and conditions of scheduling alternative testing in PLC:

- **The PLC Testing Center hours for Fall 2022 are as follows:**
Monday - Friday 8am - 5pm
If your exam is scheduled to go past 5pm our staff will work with you and your professor to try and accommodate your scheduled end time.
Hours may be extended during finals week.
The PLC Testing Center is unable to facilitate walk-in exams.
- Any late exam requests (not within 2 business days prior to the exam date) must be approved by the PLC Testing Center Staff. Late scheduling requests may result in the PLC being unable to proctor your exam.

Exam Detail

Select Class **: **BIO 216.MM01- Medical Terminology (CRN: 16854)**

Request Type **: **Select One**

Campus Location **: **Select One**
Only students taking exams within the PLC Testing Center on Marian Indianapolis campus (including St. Joe Indy) should be completing a testing request.

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

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

Services Requested (As Applicable) **

50% Extended Time Exam Reader
 Exam Text-to-Speech

Additional Note:

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

A few reminders!

- You need to schedule **at least 2** business days prior to the exam
- Please remember to bring **all** materials needed to take them exam (i.e., calculators, pencils, etc.). The PLC has some materials available as a courtesy but they are not guaranteed.
- If you miss the deadline, you will need to talk with your professor about alternative arrangements- please be aware this may not always be possible and could result in you having to take the exam without the accommodations.

