

Important Reminders

1. If students do not submit their alternative testing request on time, they may not be allowed to take their exam in the AAS office, regardless of whether the exam has been delivered to AAS. Students sent to AAS from the classroom will be advised to speak with their faculty member.
2. Faculty should submit all testing materials to AAS by 8 AM the business day before the exam. This includes the testing agreement (must be completed in AIM), the actual exam, instructions, and passwords.
 - Passwords and other testing materials/information should NOT be sent directly to the Testing Coordinator or any other staff member. Please see ["Deadlines, Processes, and Procedures"](#) for more information.
3. Students are not required to take their exams in the AAS office if they prefer not to. They may choose to use their testing accommodations only occasionally, or they may request that those accommodations be implemented in the classroom setting. AAS encourages professors to work collaboratively with students to provide accommodations in the classroom or department environment when requested and feasible.
4. Students are responsible for scheduling their exams within the appropriate timeframe. They are informed of this during their intake session with an access counselor. Also, AAS sends a few reminders to students throughout the semester so they are aware of their responsibility.

Revision #5

Created 2025-10-08 18:22:38 UTC by Victoria Shann

Updated 2026-09-25 16:58:49 UTC by Dominique White