Important Reminders

1. If students do not schedule their exam according to AAS procedures or the exam is canceled due to missing materials from the instructor, they will not be permitted to take the exam in the AAS office at that time, 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. AAS also sends reminders to students throughout the semester so they are aware of their responsibility.

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