

Important Reminders

1. If you receive extended time for an exam, and using this accommodation would cause you to be late to or miss your next class, you must coordinate with the instructor administering the exam to schedule an alternative time to take it. AAS does not support missing class due to accommodated testing, and standard attendance policies will still apply.
2. If you do not follow the advance notice procedure when scheduling exams in the AAS office, your request will likely be denied, and you will be expected to take the exam in the classroom—even if your professor has already submitted the exam to our office.
3. If you arrive more than 15 minutes late, your exam may be canceled or rescheduled. Repeated tardiness can affect your eligibility to test with AAS. Each situation is evaluated on a case-by-case basis.
4. If your exam is online and does not have to be physically proctored, you do not need to submit an exam request. You just need to remember to email your professor a few days before you take your exam to ensure that your testing accommodations have been added.
5. If your exam date is moved and you have already scheduled the exam, please **MODIFY** the existing exam request. Your testing requests will show up under the Alternative Testing tab in AIM. **Do not cancel the original exam request.**
6. Under **NO** circumstances are students allowed to transport their own exams to/from our office. If the instructor asks you to carry your exam with you, contact us immediately so that we can send someone to pick up the exam.

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