How to Schedule Proctored Exam with OA

1. Log in to AIM with your AU credentials: https://bachelor.accessiblelearning.com/s-Auburn/ (Hint: bookmark this link for your convenience)

2. Click Alternative Testing on the left hand side under My Accommodations

3. Choose course and click Schedule an Exam
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4. Review Terms and Conditions

TERM AND CONDITIONS OF REQUESTING EXAM WITHOUT OA TESTING INFORMATION FORM

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

- Your alternative testing accommodation allows you to request the following type of exam(s):
  - View Exam Schedule Availability

- Please follow the Terms and Conditions below when scheduling an exam:

  The student must discuss their accommodations and any scheduling conflicts with their instructor prior to scheduling exams with the OA Testing Center.
  - Quizzes and Exams must be scheduled at least 5 Business Days in advance. Final exams must be scheduled at least 20 Business Days in advance.
  - The student should schedule their exams at the same time as the rest of the class. If there is a conflict, please leave a note with your request. OA may adjust your request depending on your class schedule, available proctors, and/or space.
  - Requests made after 5:00pm will be processed the next business day.
  - You can review OA Testing Center policies and procedures here: Testing Policies and Procedures

5. Provide exam details in required fields. **Additional Note** is not required, but students can provide OA Testing Center specific details about an exam (open notes, calculator, etc.)
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6. Indicate that you have read the Terms and Conditions and click **Add Exam Request**

<table>
<thead>
<tr>
<th>Term(s) and Condition(s)</th>
</tr>
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<tbody>
<tr>
<td>Please indicate that you have read and agreed to the following statement(s):</td>
</tr>
<tr>
<td>☑️ I have discussed my testing accommodation needs with my instructor prior to filling out this request.</td>
</tr>
<tr>
<td>☑️ I understand it is my responsibility to schedule quizzes and exams <strong>5 business days</strong> in advance and to schedule final exams at least <strong>20 business days</strong> in advance.</td>
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<tr>
<td>☑️ I understand I will need to bring an official photo ID on the day of my exam.</td>
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<td>☑️ I understand it is my responsibility to arrive on time.</td>
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<tr>
<td>☑️ I understand that any academic dishonesty will be reported to my instructor.</td>
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</table>

7. A list of requests will now be located in Alternative Testing for your records. OA Testing Center (**oaexams@auburn.edu**) will send a receipt of your request via email.

**LIST REQUESTED EXAMS WITHOUT OA TESTING INFORMATION FORM**

- **FAKE 100.1- Intro to AIM**
  1. **Exam** on Monday, January 31, 2022 at 08:00 AM [Action: Delete Exam]

**Approved Accommodation(s):**
- Extra Time 1.50x
- Reduced Distraction Testing Environment

**After you complete the online request:**

1. An email with your request details will be sent to you and your instructor from the OA Testing Center. Your instructor can either approve or cancel your request to make other arrangements.
2. Once approved, the proctored exam will be scheduled, and an email sent to you regarding the date/time of the proctored exam.
3. You can view your scheduled time in the AIM **Student Portal** under Alternative Testing.
4. OA Testing Center will secure a copy of your exam from your instructor.
5. Arrive 15 minutes early with your AU Student ID to checkin with your proctor.
6. Once your exam is completed, the OA Testing Staff will return the completed exam to your instructor for grading.