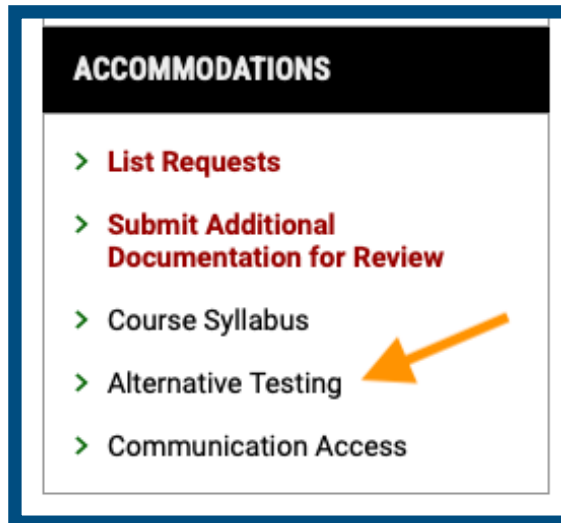# How to Submit Exam Request to OA Testing Center
(Instructor Has NOT Completed OA Testing Information Form)

1. Log into **AIM Student Portal**

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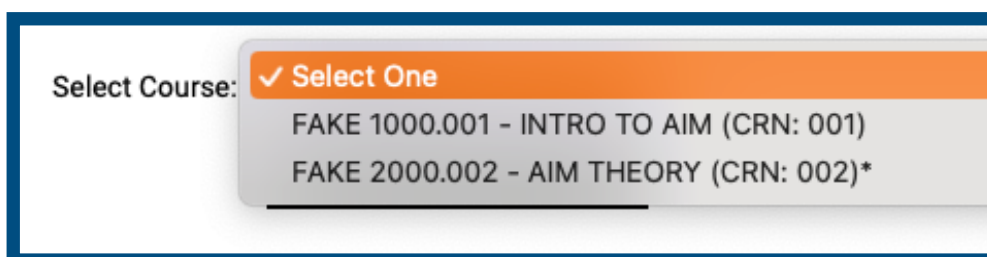

Important Note: If you see a * next to a course, the instructor has not provided the necessary information about the exam on the **OA Testing Information Form.**
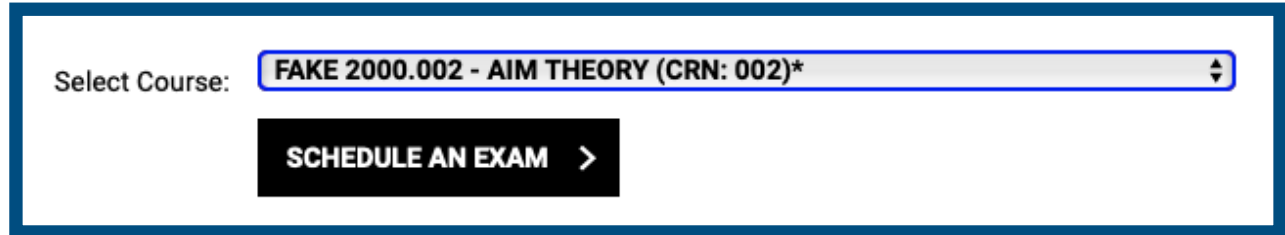

Important Note
- Courses marked with * do not have **OA Testing Information Form** specified by the instructor and you will be required to enter the **standard length** of the exam.

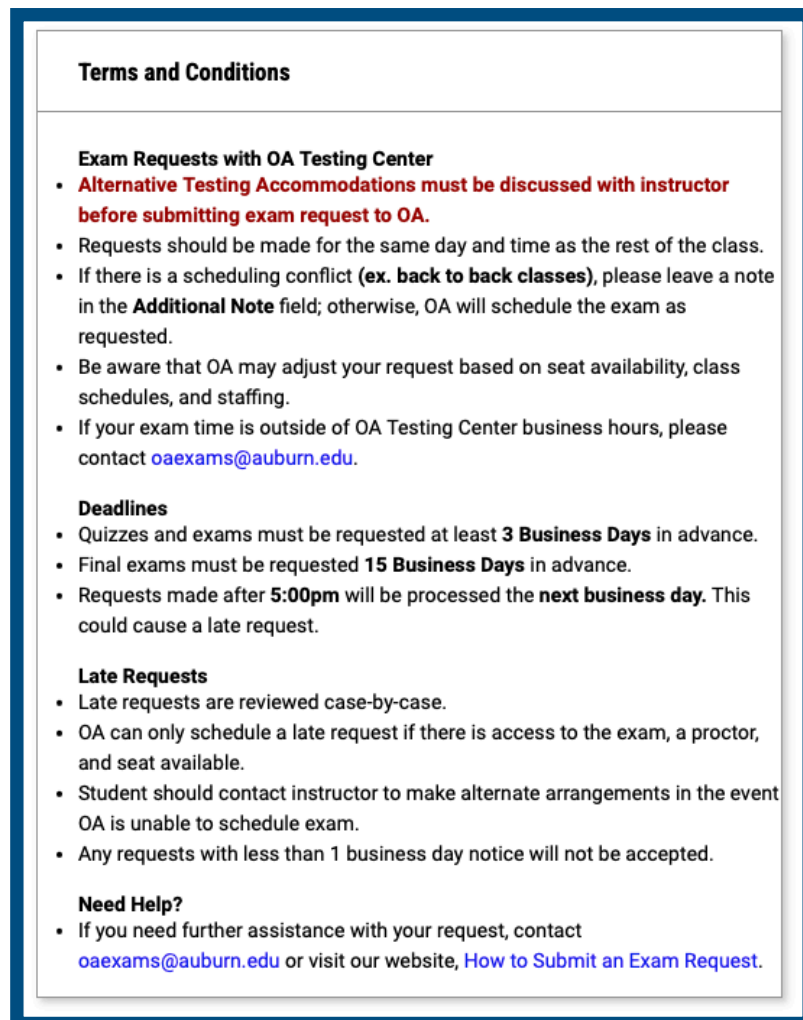3. **Select Course** in the drop down menu.

4. Click **Schedule An Exam**

Select Course: | FAKE 2000.002 - AIM THEORY (CRN: 002)* |

SCHEDULE AN EXAM >

5. Review **Terms and Conditions** and then move to the **Exam Request** section.

Terms and Conditions

Exam Requests with OA Testing Center
- **Alternative Testing Accommodations must be discussed with instructor before submitting exam request to OA.**
- Requests should be made for the same day and time as the rest of the class.
- If there is a scheduling conflict **(ex. back to back classes)**, please leave a note in the **Additional Note** field; otherwise, OA will schedule the exam as requested.
- Be aware that OA may adjust your request based on seat availability, class schedules, and staffing.
- If your exam time is outside of OA Testing Center business hours, please contact oaexams@auburn.edu.

Deadlines
- Quizzes and exams must be requested at least **3 Business Days** in advance.
- Final exams must be requested **15 Business Days** in advance.
- Requests made after **5:00pm** will be processed the **next business day.** This could cause a late request.

Late Requests
- Late requests are reviewed case-by-case.
- OA can only schedule a late request if there is access to the exam, a proctor, and seat available.
- Student should contact instructor to make alternate arrangements in the event OA is unable to schedule exam.
- Any requests with less than 1 business day notice will not be accepted.

Need Help?
- If you need further assistance with your request, contact oaexams@auburn.edu or visit our website, How to Submit an Exam Request.

6. Choose **Exam Type** (exam, final or quiz) in the drop down menu.

Exam Type *:
- ✓ Select One
- Exam
- Final
- Quiz
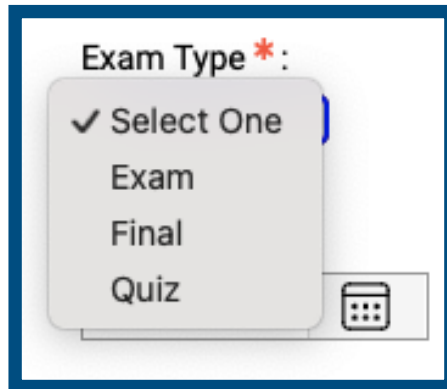
7. Enter **Date, Time,** and **Standard Length of Exam** (in Minutes). **NOTE:** Do not enter length with extended time. AIM will calculate your additional time based on your accommodation and standard length entered.

Exam Type *:

Exam

Date *: ⓘ

09/09/2024

Time *:

8 AM   00

Standard Length Of Exam (In Minutes) *: ⓘ

50

8. Select the accommodations you need for the exam.

☑ Extra Time 1.50x   ☑ Reduced Distraction Testing Environment

9. The **Total Exam Length** will be calculated and your end time will be provided.

Total Exam Length:

     50 Minutes x 1.50x Multiplier = 1 Hr 15 Min

Exam Ends At:

     08:00 AM + 1 Hr 15 Min = 09:15 AM

10. Leave any additional information about the exam (open notes, formula sheet, etc.) or any academic conflicts (back to back classes) in the **Additional Note** field.

Additional Note:

11. Click **Add Exam Request** to complete the process.

FORM SUBMISSION

ADD EXAM REQUEST >

12. You have now completed an exam request with the OA Testing Center. Students can continue to submit new requests for the course on the next screen.

What Comes Next?

• OA Testing Staff will review your request and schedule the exam based on details provided by student and instructor.

• An email will be sent with the scheduled date, time, and location.