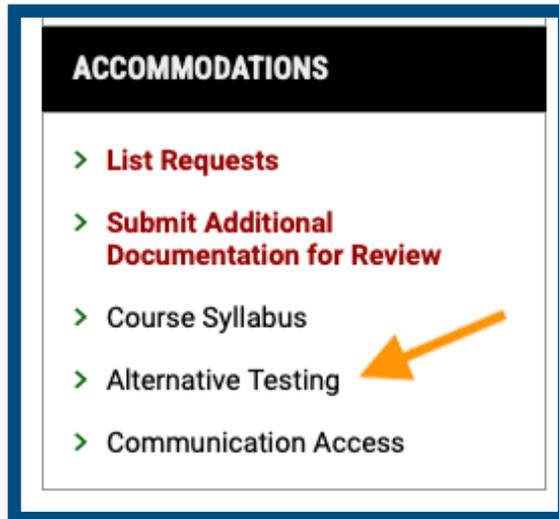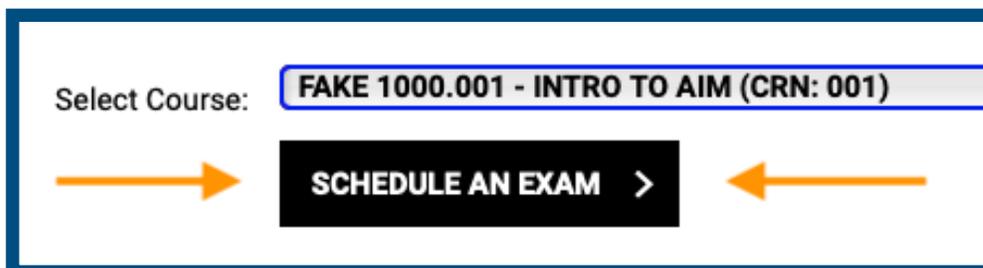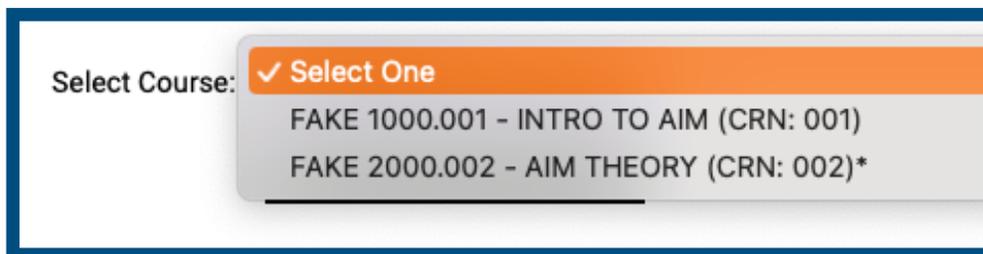# How to Submit Exam Request to OA Testing Center
(Instructor Completed OA Testing Information Form)

1. Log into AIM Student Portal

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

3. **Select Course** in the drop down menu, click **Schedule An Exam**.

4. 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.

5. If instructor has specified dates on the OA Testing Information Form, you will see all the **Available Exam Dates** for your course in the drop down menu. (*If you do not see the exam listed, choose **The Exam I'm Scheduling is Not Listed***)

Available Exam Dates *:
- ✓ Select One
- Exam - Monday, September 09, 2024 (08:00 AM)
- Exam - Monday, September 30, 2024 (08:00 AM)
- Exam - Monday, October 21, 2024 (08:00 AM)
- Exam - Monday, November 11, 2024 (08:00 AM)
- Final - Wednesday, December 11, 2024 (01:00 PM)
- The Exam I'm Scheduling Is Not Listed

6. Select the date of exam you need to schedule with OA Testing Center.

Available Exam Dates *:

Exam - Monday, September 09, 2024 (08:00 AM)

7. The date field and time will be entered automatically.

Available Exam Dates *:

Exam - Monday, September 09, 2024 (08:00 AM)

Date *:

Hint: Please review: **Exam Scheduling Availability**.

09/09/2024

Time *:

8 AM   00

Services Requested (As Applicable) *:

Hint: You are required to make a minimum of **1** selections.

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.