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

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

7. A list of requests will now be located in Alternative Testing for your records.

**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 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. Bring your AU Student ID to check-in with your proctor.
6. Once your exam is completed, the OA Testing Staff will return the completed exam to your instructor for grading.