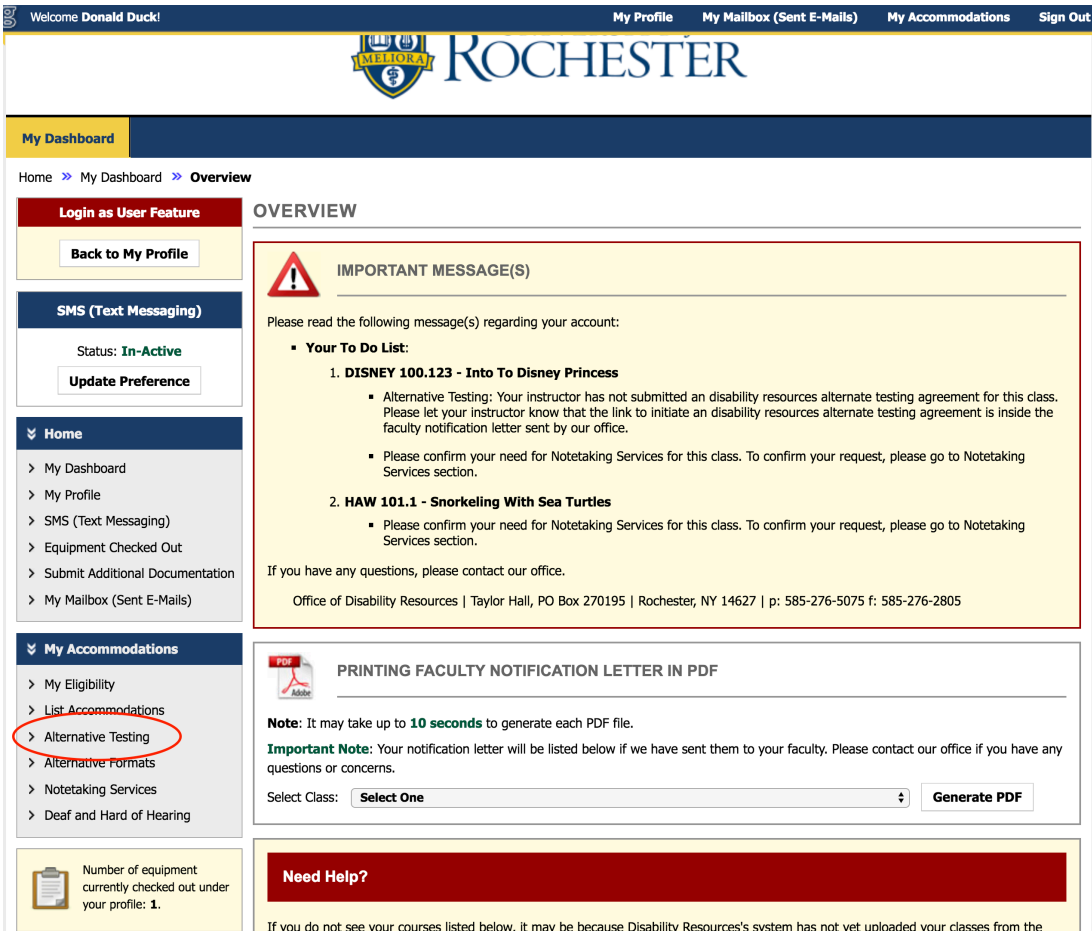


Changing an Exam Request

Log in to your account on AIM. Click on **Alternative Testing**.



Welcome Donald Duck! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

ROCHESTER

My Dashboard

Home >> My Dashboard >> **Overview**

OVERVIEW

IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

- Your To Do List:**
 - DISNEY 100.123 - Into To Disney Princess**
 - Alternative Testing: Your instructor has not submitted an disability resources alternate testing agreement for this class. Please let your instructor know that the link to initiate an disability resources alternate testing agreement is inside the faculty notification letter sent by our office.
 - Please confirm your need for Notetaking Services for this class. To confirm your request, please go to Notetaking Services section.
 - HAW 101.1 - Snorkeling With Sea Turtles**
 - Please confirm your need for Notetaking Services for this class. To confirm your request, please go to Notetaking Services section.

If you have any questions, please contact our office.
 Office of Disability Resources | Taylor Hall, PO Box 270195 | Rochester, NY 14627 | p: 585-276-5075 f: 585-276-2805

PRINTING FACULTY NOTIFICATION LETTER IN PDF

Note: It may take up to **10 seconds** to generate each PDF file.
Important Note: Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.

Select Class:

Need Help?

If you do not see your courses listed below, it may be because Disability Resources's system has not yet uploaded your classes from the

My Dashboard

Login as User Feature

SMS (Text Messaging)

Status: **In-Active**

Home

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > Equipment Checked Out
- > Submit Additional Documentation
- > My Mailbox (Sent E-Mails)

My Accommodations

- > My Eligibility
- > List Accommodations
- > **Alternative Testing**
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing

Number of equipment currently checked out under your profile: **1**.

Locate the test you wish to edit under the heading **Upcoming Exam Requests for the Current Term.**

Please note that if your instructor has not provided us with his/her exam instructions, you will not be able to modify the request. Instead, you'll see a note that says, "Instructor has not submitted Disability Resources Alternate Testing Agreement." If this happens, please email your exam change request to disability@rochester.edu.

Otherwise, select the blue **Modify Request** link.

| | |
|--|---|
| HAW 101.1 - Snorkeling With Sea Turtles | View Other Exams |
| Midterm - Wednesday, August 08, 2018 at 09:00 AM | Modify Request Cancel Request |
| Status: Approved Location: Dewey 1-160A | |
| Request Entered on Wednesday, August 01, 2018 at 12:28:03 PM | |

Under the heading **Exam Detail**, enter your desired changes and include a reason for the changes. Make sure to select **Update Exam Request** when you're finished.

| | |
|--|--|
| Exam Detail | |
| Disability Resources Alternate Testing Agreement Type: | Disability Resources Testing Agreement Fall 2018 |
| Request Type*: | Midterm |
| | View: Exam Schedule Availability |
| Date*: | 08/08/2018 Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010). |
| Time*: | 9 AM 00 |
| Services Requested*: | <input checked="" type="checkbox"/> Extra Time 50% |
| Additional Note / Reason to Modify*: | I entered the wrong start time for my exam. |
| | Update Exam Request Back to Testing Requests Overview |

You'll know that you've successfully submitted the update if you see the green check mark at the top of your screen.



IMPORTANT

Any changes you submit are pending Disability Resources approval.

If you are requesting to start the exam at a non-standard time, please forward us confirmation of your professor's approval.

We will need 1-2 business days to process your request. If your request is time-sensitive, please call our office at (585) 276-5075.