Submitting an Exam Request in Student AIM Portal

1. Log-in to your [Student AIM Portal](https://elbert.accessiblelearning.com/Shoreline) .
2. Click “Alternative Testing” (left-hand side under “My Accommodations” heading)
3. Select the class for which you are requesting to schedule an exam from the dropdown.
4. Choose “Request Type” from dropdown menu (e.g. Exam, Final, Midterm, Quiz).
5. Enter Date for test (MM/DD/YYYY format)
6. Enter time of day that you would like to take the test.
7. Enter the typical length of the exam (without accommodations) in minutes (e.g. 60 minutes).
8. Select desired testing accommodations from those for which you were approved.
9. Add any additional notes for the Assessment & Testing Center and the SAS office. (Instructors will not see these.

 

1. Read and check off the Terms and Conditions.
2. Click “Add Exam Request” Button.
3. Contact the Assessment & Testing Center with any questions regarding your exams.