

Office of Accommodated Testing and Services

OATS

Sears Building Rm 440

216-368-0399

Testing - testing@case.edu

Assistive technology and notetaking - notes@case.edu

Staff

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Accommodated Services

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Accommodated Testing

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Overview

Using the AIM System for: Accommodated Testing

- **Sending your accommodation letters**
- **Scheduling exams in AIM**
- **Schedule Conflicts and Alternative dates/make ups**
- **Final exams**
- **Test day expectations**

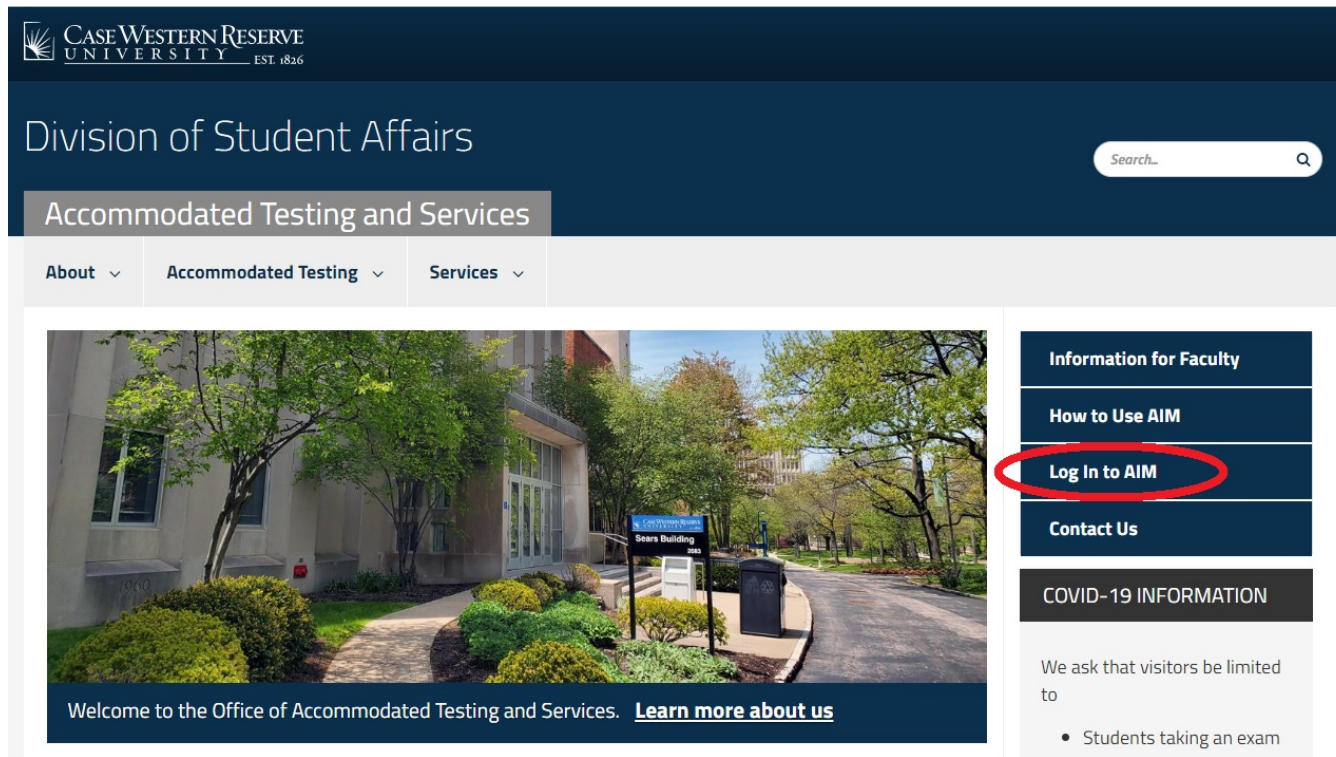
Accommodated Services

- **Notetaking**
- **E-Text**

Using the AIM System

Visit the Accommodated Testing web page and select the **Log in to AIM** link

Log in using your Single Sign In (abc123)



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Division of Student Affairs

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Accommodated Testing and Services

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Welcome to the Office of Accommodated Testing and Services. [Learn more about us](#)

Information for Faculty

How to Use AIM

Log In to AIM

Contact Us

COVID-19 INFORMATION

We ask that visitors be limited to

- Students taking an exam

Using the AIM System

Accommodation Letters:

Your accommodation letters must be sent through the Accessible Information Management (AIM) system, to your faculty for any course you will be using your accommodations in. This must be done at the beginning of each semester.

Faculty can then complete a Faculty Authorization Form (FAF) for the course.

This form gives us information about your exam.

Staff cannot deviate from the instructions provided.

Any changes have to be confirmed by your instructor.

Using the AIM System

Scheduling Exams:

Use your syllabus to schedule any posted test dates at the beginning of the semester.

Weekly quizzes can be set to repeat by staff. Send an email to testing@case.edu once you have put in the first date.

Test dates announced during the semester should be put in AIM as soon as they are announced and at least a week in advance.

Walk-ins are highly disruptive to the process.

Staff process upwards of 6000+ appointments each year! So, planning is key to smooth operations.

Using the AIM System

Schedule Conflicts:

Put the accommodated time on your calendar for exam days to see if you will have a schedule conflict. This should be addressed at least a week or more in advance.

Exams should be scheduled at the start of class time. If there is overlap, exams can be started a bit early.

Alternative times must be arranged with your faculty if you have back to back classes and early start is not possible.

Conflicts due to personal reasons, (meetings, work, athletics, etc.) should be discussed with your faculty to request alternative times.

Using the AIM System

Missed Exams and Make Ups:

Follow these guidelines and always include us at testing@case.edu for missed exams and make up arrangements.

Disability related illness - Contact your faculty to alert them of a missed exam and request to schedule a make up.
(If you have Flexible Attendance, follow the guidelines on the agreement with your faculty)

Non-disability related illness - Contact your 4-Year Advisor and your faculty member.

Make up dates must be arranged and approved by your faculty first.

Using the AIM System

Final Exams:

Testing hours during Finals is from 8 am to 7 pm. Exam start times for the standard 3:30 pm time must be started earlier to allow the full accommodated time and be completed by 7 pm.

Final exam schedule is listed in SIS. These appointments can be put in AIM as soon as you confirm the class has a final.

University policy allows for a Final to be requested for an alternative date if the total test time exceeds 6 hours in a single day.

Requests for alternative dates should be made through our office at testing@case.edu and be made 3 weeks prior to the first day of Finals. This time is needed to resolve schedule conflicts.

Using the AIM System

Test Day

Check your AIM account, under Alternative Testing, and see the exams you have listed. If they are not listed, they have not been requested. Get those in at least a week prior to the test date.

A notification is sent out with your appointment details. If you do not get this notification, then check your AIM dashboard.

Arrive in Sears 440 at least 5 minutes before the start time, earlier is best, to ensure you start and stop on time.

If you are not able to make it to your appointment follow the Missed Exam guidelines and always include us at testing@case.edu.

Using the AIM System

Test Day

Personal belongings should be taken into the exam room with you and placed under your desk. Only test related items are permitted in on your desk. You are not permitted to access your bag while in a testing room.

Accommodated testing is reflective of the classroom setting. This includes use of personal laptop, calculators, writing utensils, etc. Prompt arrival is needed to make sure everyone is seated on time.

Seating charts and room assignments are based on availability and also reflective of certain accommodations. All rooms are designated as reduced distraction.

Using the AIM System

Test Day

Proceed to your designated room quietly, as others may already be testing in the same room.

Return to the Main Office for questions for your instructor and/or breaks and restroom breaks. Staff will relay your question and provide you with a reply.

Adhere to designated stop times, begin uploads at that time if applicable, return to the Main Office space to check out.

Allowable breaks are to be taken in the waiting area and restroom breaks should be limited and in the appropriate location closest to the testing center.

Using the AIM System

Test Day

Rooms are monitored by cameras and audibly and visually recorded.

The Academic Integrity policy is enforced and any suspicious activity will be reported to your faculty.

Faculty will have the opportunity to review any video footage and make decisions are at their discretion.

Notetaking

- **Select Notetaking when customizing your Accommodations**
- **OATS staff will search for a peer notetaker on your behalf**
- **Notification of match will be emailed to you**
- **A notification will be emailed each week when notes are uploaded to AIM**

E-Text

1. **Log in to AIM**
2. **Select Alternative Format option**
3. **Select Download Preference, Course**
4. **Upload receipt from a scanned copy**
5. **Fill out as much information about the book (Title, ISBN#, etc.) as possible, then click “Submit Request”.**

OATS staff will attempt to locate an electronic copy of the textbook.

Thank You!

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