

Instructions to Schedule Exams

1. Click the link below and use your MyLeo login information to sign into AIM.

<https://andes.accessiblelearning.com/TAMUC/>

2. Under “My Accommodations” on the left side, select “Alternative Testing.”
3. Select the course for which you would like to schedule an exam. Then, click “Schedule an Exam.”
4. Click “Request Type” to select exam, final, or quiz. Enter the date of exam (3-5 business days notice). Enter the time (choose your class time, unless you and the instructor have agreed on an alternate start time, and allow for your time extension) *All exams must end by 5PM, Monday through Friday.
5. In the “Services Requested” box, choose the accommodations you wish to use for the exam. Click “Add Exam Request.” After submitted, you will see “System Update Successful” and receive a confirmation email.

To Modify Exam Requests

(Change time, date, or accommodations)

1. After you are logged into AIM, under “My Accommodations”, select “Alternative Testing.” This takes you to the list of your exam requests.
2. Find the exam request you wish to make change. Click “Modify Request” on the right of the exam requested.
3. Make your changes on the “Exam Detail” form.
4. Click “Update Exam Request” at the bottom of your screen.