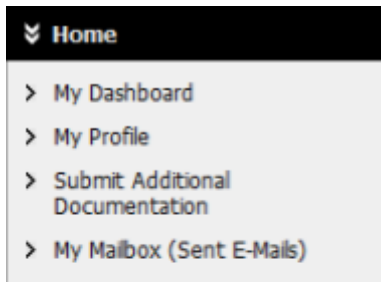


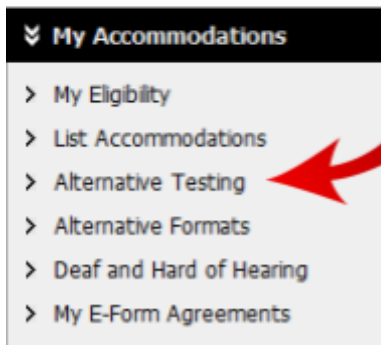
## How To Schedule Exams With ODS

After you are approved for Testing Accommodation(s) and have completed ODS Orientation, please follow the steps below to schedule your exam(s).

Please note: If you need to take an exam outside of the scheduled class time, we ask that you work with your professor prior to scheduling your exam with ODS.

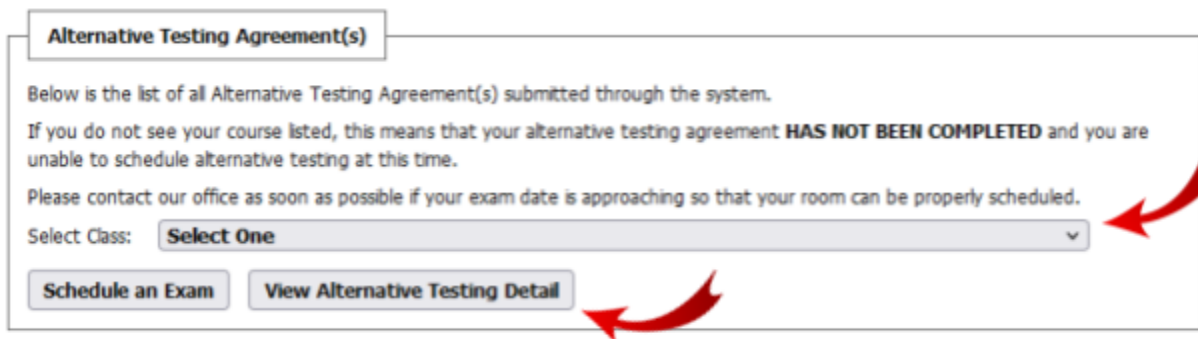


1. Login to AIM from your WOU Portal
2. On the left hand side of your AIM Profile
  - a. Go to "My Accommodations"
  - b. Select "Alternative Testing"



3. Select the class you wish to schedule the exam for
  - a. If your class doesn't appear in the drop-down menu, contact ODS or your professor
4. Select "View Alternative Testing Detail" to review the testing agreement

### ALTERNATIVE TESTING



**Alternative Testing Agreement(s)**

Below is the list of all Alternative Testing Agreement(s) submitted through the system.

If you do not see your course listed, this means that your alternative testing agreement **HAS NOT BEEN COMPLETED** and you are unable to schedule alternative testing at this time.

Please contact our office as soon as possible if your exam date is approaching so that your room can be properly scheduled.

Select Class:

Red arrows in the original image point to the 'View Alternative Testing Detail' button and the 'Select Class' dropdown menu.

- 5. Once you have reviewed the agreement
  - a. select "Schedule an Exam"

CLASS: ODS 101.00 - Ods - Example

- 6. Please fill in all required areas

- a. Request type
- b. Date you'd like to schedule the exam
  - i. ODS needs 3 business days notice to guarantee your testing space
- c. Time
- d. Services Requested (accommodations you'd like to use during this exam)


[Back to Overview](#) [Schedule an Exam](#)

Alternative Testing Agreement Status

**Exam Detail**

Alternative Testing Agreement Type: **ODS 2021 Testing Agreement**

Request Type \*:

Date \*:    
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time \*:

Services Requested (As Applicable) \*

Additional Note:

- 7. Please confirm you have read the testing agreement prior to scheduling your exam
- 8. Both you as the student and your professor(s) will receive a confirmation email when your exam schedule has been confirmed by ODS

**Term(s) and Condition(s)**

Please indicate that you have read and agreed to the following statement(s):

Hello! You are scheduling a test for your class. Please read through the testing agreement and be sure to follow all requirements by your professor. Thank you.

[Add Exam Request](#) [Back to Testing Requests Overview](#)