myAIMS Test/Quiz Manual of Procedures for Students

In June 2010, AccessAbility Services at UTSC launched the AccessAbility Information Management System (myAIMS for short).

To date, myAIMS has enabled you to access your Letters of Introduction, choose a note taker as part of our note taking service and submit final exam requests online for the December 2011 final exam period.

As a result of our pilot, we are pleased to have fully functional the Test/Quiz feature of myAIMS which will enable you to submit your requests to write tests/quizzes with accommodations on line and view a list of your upcoming tests.

To access myAIMS, you may log in from the following places:

1) The AccessAbility Services home website - To log in, simply click on the 'myAIMS' link on the top-right of any page on the AccessAbility website.
   or
2) Go to [http://www.utsc.utoronto.ca/~ability/myaims.html](http://www.utsc.utoronto.ca/~ability/myaims.html)

We hope the following “How to Guide” will be helpful in navigating your way through myAIMS.
Process to Request and Receive Test/Quiz Accommodations

Step 1: Go to myAIMS

Go to www.utsc.utoronto.ca/ability/myaims.html

myAIMS (AccessAbility Information Management System)

Click on the options below to log into myAIMS:

- myAIMS for Registered Students
  Click on the above link if you are a student registered with AccessAbility Services and wish to access your online service account.

- myAIMS for Notetakers
  Click on the above link if you are a Peer Notetaker. If you are not already signed up, click here to become a Peer Notetaker.

- myAIMS for Instructors
  Coming Soon – Click on the above link if you are an instructor, professor, TA, or classroom coordinator.

Step 2: Login to myAIMS

Log in using your UTORid and password

myAIMS Log In

To log-in, enter your UTORid and password.

UTORid: 
Password: 
Log In

NOTE: If your test/exam accommodations are expired, you need to contact your consultant at AccessAbility Services to renew your test/exam accommodations and reinstate log-in privileges.

For information about your UTORid please visit www.utorid.utoronto.ca or the ITS Student HelpDesk at: 8487, student-helpdesk@utsc.utoronto.ca.

Step 3: Welcome

On the Welcome Page, click on “Book a Test/Final Exam” on the left side of the web page.

Welcome to the online AccessAbility Services site.
Step 4: Schedule a Test/Quiz

Click on “Schedule a test, mid-term or quiz” on the left side of the web page.

Step 5: Follow the online steps

1. Select Course

Click on ‘Select course’

Select your course from the drop down list. Once you have selected your course, click ‘Next’

Click ‘Next’ to proceed to the next page.
2. Class test date and time

Input the date, time and duration of your test as indicated by your instructor by clicking on the icons (calendar, clock and time-slider) to the right of each box. The ‘class test duration’ box must be filled in using minutes.

Click ‘Next’ to proceed to the next page.

3. Confirm instructor information

Verify your instructor’s name and email address. Please note if you input any change to either the Instructor name or email address, the Exam Office will be notified for verification purposes.

Click ‘Next’ to proceed to the next page.
4. Choose accommodations

On this page, the list of exam accommodations will be displayed and checked. If you do not want an accommodation, uncheck the box. Note: If you uncheck the accommodations you will not receive them during the test so be careful when you are checking all/none of the accommodations.

**NOTE:** You can also Check All accommodations or Check None by using the buttons below the accommodation list.

Click ‘Next’ to proceed to the next page
5. Additional Requirements

Indicate any conflicts you will have for the test (e.g. two tests on the same day back to back). Ensure you scroll all the way to the end of the page.

Welcome
1. Select course
2. Class test date and time
3. Confirm pref info
4. Choose accommodations
5. Additional requirements
6. Search status
7. Confirm and complete

5. Additional requirements
Please fill in the appropriate information below.

Test Type
* Type of Test (Required)  ○ Test ○ Quiz

Scheduling Concerns
* I Have Scheduling Concerns (Required)

○ Yes ○ No

This test may conflict with my courses listed below
Course Code(s):

I am scheduled to write two exams at the same time
Course Code(s):

Religious Observance
* I Have Religious Observation Concerns (Required)

○ Yes ○ No

This test falls on a religious holy day.
For Tests/Quizes - You are responsible for contacting your instructor to reschedule the test. A Rescheduling Test Notification form must be completed by the instructor and forwarded to the Accessibility Exam Office as soon as possible.
For Final Exams - You must contact the Vice Dean requesting accommodation for religious observance. Please visit the Registrar’s website for further details.

St. George/UTM Conflict
* I Have Timetable Concerns (Required)

○ Yes ○ No

Exam at St. George or UTM campus
Details:

Please include time, location, and length of the St. George/UTM test.

Final Exam Conflicts
* I Have Final Exam Conflict Concerns (Required)

○ Yes ○ No

Note: If you are booking a test or quiz, please select ‘no’ from the options above.
Three (3) Consecutive Examinations

○ 8am, 2pm, 7pm
○ 2pm, 7pm, 9am
○ 7pm, 9am, 2pm

Details:

Other Concerns
* I Have Other Concerns (Required)

Details:

Click ‘Next’ to proceed to the next page
6. Search Status

If your request has been successfully entered you will see

IMPORTANT: Make sure you click ‘Next’ and move to STEP 7. Not completing STEP 7 will result in an incomplete test request and your test/quiz will not be added to the Service’s test schedule.

7. Confirm and Complete Your Exam Time

Please review the information below regarding your submitted details.

Once you have submitted your request, you will receive a confirmation e-mail from myAMS confirming your submission. Please remember, your test booking is tentative until your course instructor confirms the test information you have inputted.

You will also need to log in 3 days before the test date to confirm your accommodated test booking.

Course
A41S A01H3 LEC 01 S
Instructor
AccessAbility Services - ability@utsc.utoronto.ca

Class test date / time
Tue Jan 31, 2012 10:00 AM (90 minutes)
* Note: this is not your accommodated writing time

Accommodations required
Extra time for all tests/exams/quizizzes (25% extra time)
Scribe required for tests/exams/quizizzes (
Calculator ()
Scribe required for tests/exams/quizizzes with any writing (including drawing, graphing and calculations) ()
Reading software - Kurzweil 3000
Evacuation assistance may be required
Call 911 if seizure lasts more than 5 minutes without signs of recovery
Use of computer
Technical Device to enlarge print material (CCTV)
Visual mapping software - inspiration

Additional requirements:

Type of Test (Required) | Test
--- | ---
I Have Scheduling Concerns (Required) | No
I Have Religious Observance Concerns (Required) | No
I Have Timetable Concerns (Required) | No
I Have Final Exam Conflict Concerns (Required) | No
I Have Other Concerns (Required) | No

☐ I acknowledge that the information I am submitting is correct to the best of my knowledge.

Click ‘Finish’ to complete your test/quiz request
NOTE: You must click on the box in front of “I acknowledge that the information I am submitting is correct to the best of my ability” otherwise you will receive the error message below when select ‘Finish’.

The page at http://clockwork.utsc.utoronto.ca says:

Please correct the following problem(s) in order to continue to the next step:
- You must agree to the terms of service before you can continue.

OK

Step 6: Finish

After clicking ‘Finish’ you will see the message below which includes a reminder for you to log on to check your scheduled test/quiz time and location three days before the date of the test or quiz.

Thank you for your submission.

Please log in three days before your test to view and confirm your accommodated test booking.

To schedule another test, midterm, or quiz, please press the ‘Schedule another test’ button at the bottom of the page.

If you wish to schedule a final exam, please click the Main menu button, then select ‘Schedule a final exam’ in the left-hand menu. Please note that the final exam option is only available when the final exam schedule has been published on the Office of the Registrar website.

If you have any questions or require assistance, please contact our office at 416-287-7560 or ability@utsc.utoronto.ca.

You will receive an email confirmation that you have successfully submitted your test booking request.

To check that your Request was submitted go to “My upcoming events” on the left menu bar.

<table>
<thead>
<tr>
<th>Information</th>
<th>My upcoming events</th>
</tr>
</thead>
</table>
| Schedule a test, midterm or quiz | Your event listing
* More tests and exam dates and times are listed for the class and do not necessarily reflect your actual tested time. |
| My upcoming events            |                                                                                  |
| Accommodations                |                                                                                  |
| Logout                        |                                                                                  |

<table>
<thead>
<tr>
<th>Details</th>
<th>Date / time</th>
<th>Location</th>
<th>Status</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm AIMS A01H3 S</td>
<td>Tue, January 31 8:15 PM to 8:45 PM</td>
<td>to be determined</td>
<td>Tentative</td>
<td></td>
</tr>
<tr>
<td>* This is the class date/time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Important Points to Remember:
- Under Date/time you will see the class date and time, NOT your scheduled date and start time.
- You will be able to see your actual test date and time and location 3 days before the test/quiz.
- You will be required to log in to myAIMS 3 days before the date of your test/quiz to confirm your start time and writing location.
To confirm your test/quiz booking

1. Log in to myAIMS
2. Click on “My Upcoming Events” located on the left menu bar
3. Click the “Confirm” button under the “Options” column which corresponds to the test/quiz
4. Log out of myAIMS