If you are approved for test/quiz/final exam accommodations, the following procedures apply to you.

**Process to Request and Receive Test/Quiz/Exam Accommodations**

In order to schedule a test/quiz/exam with AccessAbility Services, you must first know the date, time and duration of the test/quiz/exam as it applies for the class. You will use the Test/Exam module of myAIMS to submit your request online.

It is important that requests for tests/quizzes be made 14 days before the date of your test/quiz. Final Exam accommodation requests are to be submitted before the deadline date.

**Step 1:** Go to the myAIMS page of the AccessAbility Services website.  
http://www.utsc.utoronto.ca/ability/myaims.html
Step 2: Log-in to myAIMS using your UTORid and password.

Step 3: On the left side panel of the Welcome page, click on “Book a Test/Final Exam”.

You can use myAIMS for the following:

- View and access your accommodation letters.
- Book a test/quiz or final exam (Note: may be possible once the exam schedule is released.)
Step 4: Click on “Schedule a test, mid-term or quiz” on the left side panel of the web page. For finals, you will need to click “Schedule a final exam” which is also located in the same panel.

Step 5: Follow the prompts to complete the components of the web module marked on the left side of the screen.
1. **Select Course:** select your course from the drop down list. Once you have selected your course,

   ![myAIMS Select Course](image1)

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. Note: the ‘Class test duration’ box must be filled in using minutes.

   Please note that the date and time of your final exams will already be listed. This information has been obtained from the master final exam schedule from the Registrar’s Office.

   ![myAIMS Class Test Date and Time](image2)
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.

![MyAIMS Instructor Confirmation Screen]

4. Choose accommodations:
A list will be provided of the accommodations that have already been approved for you by your Consultant. If you do not want an accommodation, uncheck the box. By using the buttons below the accommodation list, you can also select “Check all” accommodations or “Check none”.

**Note:** If you uncheck the accommodations you will not receive them during the test/quiz/exam so be careful when you are checking all/none of the accommodations.

![MyAIMS Accommodation Selection Screen]
5. Additional Requirements:
Indicate any conflicts you will have for the test/quiz/exam (e.g. two tests on the same day back to back).

Ensure you scroll all the way to the end of the page.

6. Select your test time:

**IMPORTANT:** Make sure you click ‘Next’ and proceed to STEP 7 (Confirm and complete). Not completing STEP 7 will result in an incomplete test/quiz/exam request.
7. Confirm and complete:

Click ‘Finish’ to complete your test/quiz/exam request.

**NOTE:** You must click on the checkbox in front of “I acknowledge that the information I am submitting is correct to the best of my knowledge”; if this is not clicked you will receive the error message below.
Step 6:
After clicking ‘Finish’ you will see a message reminding you to log on to check your scheduled test/quiz/exam time and location three days before the date of the test/quiz/exam.
Process to check that your request was submitted

On the left side panel of the Welcome page, click on “My upcoming events”.

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/quiz/exam date, time and location **3 business days** before the test/quiz/exam. You will be prompted by email to confirm your booking at this time.