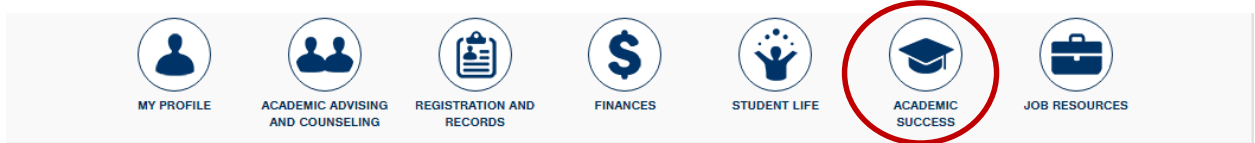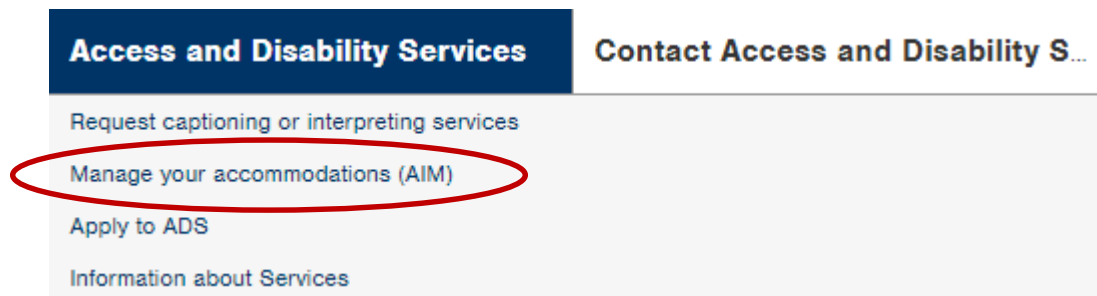# How to Request Exams with Alternative Testing—Scribe and/or Live Reader

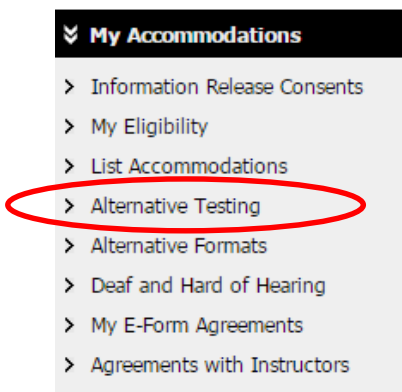Important: Please complete exam request at least 5 business days prior to your test.

1. Make sure you request your accommodations on AIM prior to making an Exam Request.
2. Go to My Harper Student Portal and log in.
3. Click on Academic Success.

4. Click Manage Accommodations.

5. Click on Alternative Testing (left-hand side).

6. Select the class from the drop down menu and click on the button to "Schedule an Exam."

ALTERNATIVE TESTING

Overview   Submit Alternative Testing Contract

Alternative Testing Contract(s)

Below is the list of all alternative testing contract(s) submitted through the system. If you cancel a alternative testing contract and you would like to re-activate the contract, please contact our office.

If you do not see your course listed, this means that your alternative testing contract **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: **Select One**   ▼

Schedule an Exam

7. You will see information on the top of the screen about scheduling an Exam Request.

EXAM REQUEST

List All Exams   Other Exams for the Current Class   Add Exam Request

CLASS: DISNEY 103.002 - Disney Fun (CRN: 00003)

⚠️   **TERMS AND CONDITIONS OF SCHEDULING EXAM**

Please read carefully the following terms and conditions of scheduling alternative testing in ADS:

- System will add **one additional business day** to exam scheduling rule for any exam requests made after **05:00 PM**.
- Your alternative testing contract allows you to request the following type of exam(s):
- ***MUST ADD IN VERBIAGE** regarding testing center policies

View: Exam Schedule Availability

CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
TR	01:00 PM	01:50 PM	02/01/2017 - 05/30/2017	F 123

8. Select the Request Type, Date, Time, and only the accommodations that you will need for this specific exam.

Exam Detail

Request Type*: Quiz ▼

View: Exam Schedule Availability

Date*: 02/28/17
Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010).

Time*: 1 PM ▼ 00 ▼

Services Requested*

☑ Extended time on exams (1.5x) in: ADS ☐ Extended time on exams (1.5x) in: Testing Center

☐ Interpreted exams ☐ Kurzweil reading software for exams in lieu of reader

9. Read the Term(s) and Condition(s) and check all the boxes.

Term(s) and Condition(s)

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

☑ All students must comply with the Harper College Student Code of Conduct, including while receiving test accommodation services through ADS. If it appears misconduct (including cheating, disruption, or other such behaviors) is occurring, the exam will end immediately and be returned to the instructor. The misconduct will be reported to the instructor and/or the Student Conduct Officer to be investigated and addressed in accordance with the Academic Honesty Policy and/or Student Code of Conduct. Student Responsibility to Request Testing Accommodation in ADS I103:

☑ • Student must submit exam request for test accommodations." (I-103) (5 days BEFORE)

☑ • Student must identify what accommodations they would like (i.e. 1.5x, private room, reader, etc.).

☑ • Student must input date/time of exam. Students are to schedule exams at regular class time unless the student has a conflict with their class schedule or with ADS hours of operation. In this case, students are instructed to discuss alternate start times with their instructors.

☑ • Student must choose type of exam via AIM test request (i.e. exam, quiz, midterm, final).

☑ • Students can make these request via their AIM portal.

10. Click on the "Add Exam Request" button.
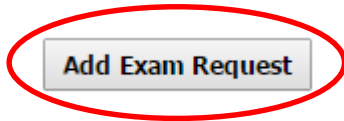
Add Exam Request

11. You may receive a message that you are submitting a Late Exam Request. Select the "Reason" from the drop down menu.
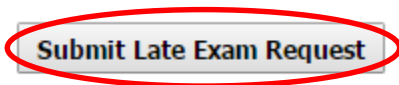
Late Exam Request

Reason*:   Select One ▼

If you select **Other**, please specify the reason of late exam request below.

Additional Information:

Note: Enter **ADDITIONAL INFORMATION** and/or **ADDITIONAL TIMES** you are available (times must be approved by instructor – refer to your alternative testing contract)

12. Click on the "Submit Late Exam Request" button.

Submit Late Exam Request

13. You will receive a message that states:

EXAM REQUEST   List All Exams   Other Exams for the Current Class   Add Exam Request

✓   SYSTEM UPDATE IS SUCCESSFUL

System has successfully processed your request.

14. You will receive an e-mail that your exam request was received by the ADS office I-103.

15. <mark>If you checked the box for a scribe and/or live reader for this exam, then ADS will send an e-mail to your Harper e-mail account to confirm the need of a scribe and/or live reader. Please check your Harper e-mail regularly and respond immediately to ADS.</mark>