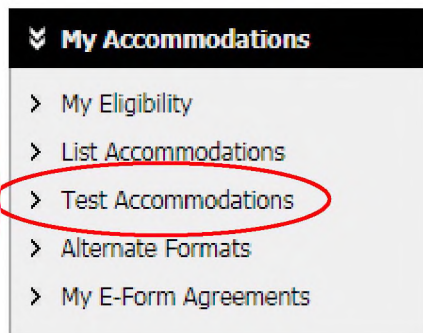


# Requesting Testing Accommodations Online

**Step 1:** Make sure you've requested testing accommodations for your classes. If you haven't done this, see our [requesting accommodations page](#). **You must request an exam at least five business days in advance of the exam.**

**Step 2:** Log into your AIM account.

**Step 3:** Click the "Test Accommodations" tab on the left.



**Step 4:** Select the class you need an exam for.

## TEST ACCOMMODATIONS

Alternative Testing Agreement(s)

Below is the list of all Alternative Testing Agreement(s) submitted through the system. **You can still request exams even if there is no Alternative Testing Agreement specified.**

Select Class:

**Step 5:** Click "Schedule an Exam".

## TEST ACCOMMODATIONS

Alternative Testing Agreement(s)

Below is the list of all Alternative Testing Agreement(s) submitted through the system. **You can still request exams even if there is no Alternative Testing Agreement specified.**

Select Class:

**Step 6:** Fill out the time, type, and details of your exam and click “Add Exam Request”.

**Exam Detail**

Select Class\*:

Request Type\*:

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

Time\*:

Services Requested\*  
 Reduced distraction room

Additional Note:

To request this information in an alternate format, please contact the Center for Accessible Resources at (541) 463-5150 or [accessibleresources@lanecc.edu](mailto:accessibleresources@lanecc.edu)

It is a policy of the state Board of Education and a priority of the Oregon Department of Education that there will be no discrimination and harassment on the grounds of race, color, sex, sexual orientation, marital status, religion, national origin, age, or disability in any educational programs, activities or employment. Inquiries may be directed to the Chief Human Resource Officer, (541) 463-5115.