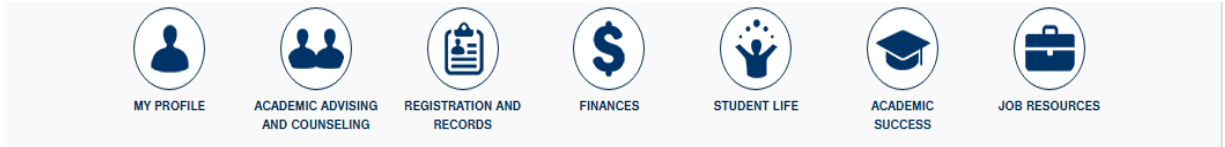


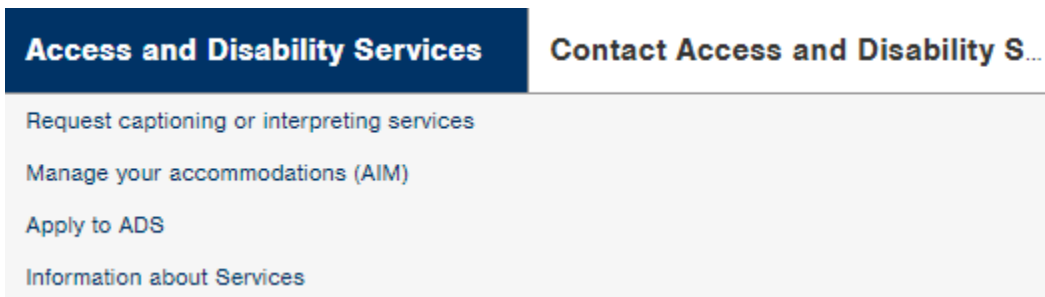
# How to Request Exams with Alternative Testing—Kurzweil Exams

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

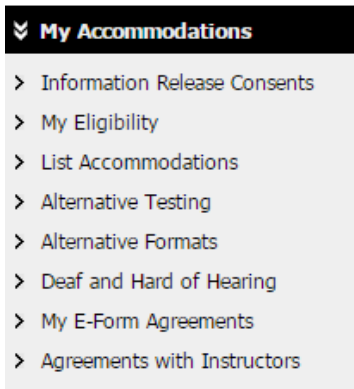
1. Make sure you request your accommodations on AIM prior to making an Exam Request.
2. Go to My Harper Student Portal and log in.
3. Click on Academic Success.



4. Click on Manage Your 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:

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\***

<input checked="" type="checkbox"/> Extended time on exams (1.5x) in: ADS	<input type="checkbox"/> Extended time on exams (1.5x) in: Testing Center
<input type="checkbox"/> Interpreted exams	<input type="checkbox"/> 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. If you need Kurzweil for your exam, please follow the additional steps below.

16. There are a few things you must do:

- a. See Eric Ross at the beginning of every semester.
- b. All Kurzweil requests must be submitted 5 business days before any exam (does not include weekends)
- c. If your Kurzweil request is submitted less than 5 business days in advance, your test might not be completed in time

17. Under My Accommodations, click on Alternative Formats.

- My Accommodations
  - > Information Release Consents
  - > My Eligibility
  - > List Accommodations
  - > Alternative Testing
  - > Alternative Formats
  - > Deaf and Hard of Hearing
  - > My E-Form Agreements
  - > Agreements with Instructors

18. Make sure you are in the current term.

## ALTERNATIVE FORMATS

Previous Term	Term: Spring 2017	Next Term
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**Alternative Formats Preference**

**Note:** Changing alternative formats preference would not affect current books that are currently being processed. If you need to make any changes with the current request, please contact our office as soon as possible.

Current Preference: **Kurzweil (KESI)**

Update Preference:

<b>No Book is Being Processed Currently</b>
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**19. Go to Reading Materials. Under Select Class, select [2017-Fall] Kurzweil 101.001-Kurzweil Exam Request.**

**ALTERNATIVE FORMATS**

Previous Term	<b>Term: Spring 2017</b>	Next Term
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**Alternative Formats Preference**

**Note:** Changing alternative formats preference would not affect current books that are currently being processed. If you need to make any changes with the current request, please contact our office as soon as possible.

Current Preference: **Kurzweil (KESI)**

Update Preference: **Select One** ▼

**Update Alternative Formats Preference**

**No Book is Being Processed Currently**

**ADDITIONAL BOOK OR READING MATERIALS**

**Reading Materials**

Select Class\*: **[2017 - Summer] KURZWEIL 101.001 - Kurzweil Exam Request** ▼

Reading Material Title\*:

ISBN:

If this information is available, please enter without dashes and it has to be 10-digit or 13-digit ISBN.

Publisher:

Author:

Edition:

Note:

Note: **HTML entry is permitted.** Please read additional manual on how to modified your text at the following link: [HTML Entry with Tags Guideline](#).

**Submit Request**

**20. Under Reading Material Title, type in the course name and section number (ex. BIO 101.003)**

**Reading Materials**

Select Class\*: **[2017 - Summer] KURZWEIL 101.001 - Kurzweil Exam Request** ▼

Reading Material Title\*: **BIO 101.003**

ISBN:   
If this information is available, please enter without dashes and it has to be 10-digit or 13-digit ISBN.

Publisher:

Author:

Edition:

Note: Instructor's name  
date you will take the exam  
time you will take the exam

Note: **HTML entry is permitted.** Please read additional manual on how to modified your text at the following link: [HTML Entry with Tags Guideline.](#)

**Submit Request**

**21. In the Notes section, type in**

- a. The instructor's name
- b. The date you will take the exam
- c. The time you will take the exam

**22. If your test in online/Blackboard or requires JAWS, specify that in the Note section as well.**

**23. Click Submit Request.**



**24. You will receive a message that states:**

**ALTERNATIVE FORMATS**

