

> Overview

> Add Instructor

> Upload Syllabus

> Alternative Testing

> Communication Access

> Flex Plan

Click
Alternative
Testing

IMPORTANT MESSAGE

Go to the Exam
Dates button

All exam requests must be proactively scheduled by students, and the Alternative Testing Agreement form must be completed by the instructor at least three (3) business days prior to regular exams and midterms, and at least five (5) business days prior to final exams. These timelines are essential to ensuring exams are administered accurately, equitably, and in a timely manner.

Instructors are expected to list all exam dates in the AIM Portal at the beginning of the semester, even if those dates are tentative. Students are responsible for communicating in advance with their instructors regarding the need for alternative testing arrangements. Faculty are responsible for reviewing accommodation letters at the start of the semester or as soon as they are received from students.

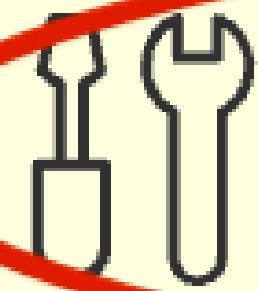
The Disability Access Services (DAS) Office is available to provide support after a student has made an initial attempt to communicate with the instructor regarding an alternative testing request.

If an exam date is missing or incorrect in the AIM Portal, students may be unable to schedule their exam within the required timeframe due to circumstances beyond their control. This can result in time-sensitive follow-up by the DAS Office to resolve the issue. Exams that are not scheduled within the required timeframe through the AIM Portal must be taken in class using each student’s approved accommodations.

To help avoid scheduling challenges, we ask that instructors complete the Alternative Testing Agreement as soon as they receive a student’s accommodation notice. Doing so allows students who test at the DAS Testing Center to schedule their exams at least three (3) business days prior to regular exams and midterms, and five (5) business days prior to final exams. This process supports compliance with accommodation procedures and ADA requirements while promoting a smooth testing experience for all involved.

Thank you for your continued support and collaboration in accommodating students with testing needs.

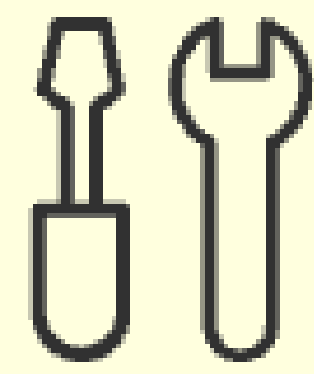
Sincerely,
Disability Access Services (DAS) Staff



HANDY TOOLS: SPECIFY EXAM DATE FOR MULTIPLE COURSES

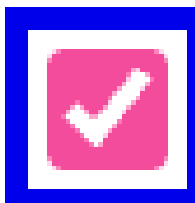
FIRST Scroll down to the HAND
TOOLS section seen here

THEN Use this
arrow to open up
course options



HANDY TOOLS: SPECIFY EXAM DATE FOR MULTIPLE COURSES

Select Courses:



FYEX 1132.M77 - ACAD & PERSONAL
EFFCTVNS (CRN: 40741)

NEXT Check the
boxes of which
courses you would
like to specify exam
dates for

NOW Click “continue with
selected” for the courses you
checked the boxes for OR click
“continue with all courses” to
include all courses

CONTINUE WITH SELECTED >

CONTINUE WITH ALL COURSES >

Note: Required fields are marked with an asterisk (*).

COURSE INFORMATION

Course:

- FYEX 1132.M77 - ACAD & PERSONAL EFFCTVNS (CRN: 40741)

EXAM DATE INSTRUCTIONS

Question 1: How will exam be delivered to DAS Testing Center?

- Uploaded to instructor Portal on AIM (Preferred Method)
- Email to das@nmsu.edu
- Instructor/Departmental Designee will hand deliver to DAS Office
- Exam via Canvas, Examsoft, etc.

Question 2: Materials and technology allowed? If last minute announcement made for materials allowed or not allowed, please contact office.

- No Additional Materials Allowed
- Scrap paper
- Standard calculator (4 function)
- Scientific calculator
- Financial calculator
- Open textbook
- Open notes
- Page of notes, one sided, 8.5x11
- Page of notes, front and back, 8.5x11
- Notecard, one sided
- Notecard, front and back
- Formulas (Please indicate in note section if instructor will provide formulas or student will bring their own formula sheet)
- Scantron
- Blue Book
- iPad
- Laptop
- Other (Additional Comment Required)

Additional Comment:

Question 4: Does student need to log on to Canvas or another website? If yes, please specify for what and provide passwords.

EXAM DETAIL

Type*:

Regular Exam

Date*:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2026).

02/11/2026

Approval Grace Period: ⓘ

Before or After

3 Business Days

Time: ⓘ

11 AM

00

Standard Length Of Exam (In Minutes)*:

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

90

Skip Automated Exam Reminder:

No

Additional Note For Staff: ⓘ

UPLOAD EXAM FILE

Note: Exam files can be added on a continual basis.

Title Or Exam File Note:

Regular Exam Class 1

Select File: ⓘ

Choose File Test_Quizzex_Exam

FORM SUBMISSION

SAVE EXAM DATE >

START OVER >

When you have completed
your exam date(s)
instructions, click here