

SUBMITTING REQUESTS FOR TESTING ACCOMMODATIONS

If you plan on utilizing your testing accommodations, it is required that you submit an exam request through AIM. Please submit an individual exam request for every exam you intend to take using your accommodations. Please note that exam requests must be submitted **at least three business days** before your testing day (Saturday and Sunday do NOT count as business days). For example, if you intend to take a test on a Wednesday, your exam request must be submitted on/before the Monday prior.

<u>SUBMIT YOUR REQUEST ON/BEFORE:</u>		<u>DAY OF TEST</u>
MONDAY	→	THURSDAY
TUESDAY	→	FRIDAY
WEDNESDAY	→	MONDAY
THURSDAY	→	TUESDAY
FRIDAY	→	WEDNESDAY

Please contact Nalee Vang (Nalee.Vang@cuw.edu) or stop by the Academic Resource Center (Rincker 206) if you have any questions.