If you are approved for quiz/test accommodations the following procedures apply to you.

Q: How do I tell AccessAbility that I want to write a quiz/test with accommodations?  
A: To submit your requests you must log into AIMS. The procedures are outline below:

a. Go the AccessAbility Resource Centre’s website: www.utm.utoronto.ca/access, On the left side of the page under ‘For Students...” click on the AIMS Tests/Exams Login link which takes you to the AIMS Menu.
b. Click on the **Request/Confirm Tests & Exams** link

c. On the left menu click on **Schedule a test, midterm or quiz**
d. Once you have read the welcome message from AccessAbility, enter your UTORid and password at the bottom of the page then follow Steps 1-7 below:

To access this site you will need to log in with your UTORid and password. Please remember to log out when you are done.

UTORid: 
Password:

Log In

**STEP 1**

- Click on *Select course* and select your course from the dropdown list. Once you have selected your course, click *Next*
STEP 2

a. Select the date, time and duration of your test as indicated by your instructor on your course syllabus. You can type in the information or use the icons (calendar, clock and time-slider) to the right of each box. The ‘class test duration’ box must be filled in using minutes.

b. Click ‘Next’
**STEP 3**

a. Verify your instructor’s name and email address from your course syllabus

b. Click ‘Next’
STEP 4

a. Choose the accommodations you will be using for the test by checking the individual boxes beside each accommodation.

**NOTE:** You can also **Check All** accommodations or **Check None** by using the buttons below the accommodation list.

c. Once you have chosen, click ‘**Next**’
STEP 5

a. Indicate any conflicts you will have for the test (e.g. two tests on the same day back to back). Ensure you scroll all the way to the end of the page.

b. Click ‘Next’
STEP 6

IMPORTANT! Make sure you click ‘Next’ and move to STEP 7. Not completing STEP 7 will result in an incomplete test request and your test will not be added to the Centre’s test schedule.

✦ If your request has been successfully entered you will see:

6. Search status

A spot was found for you to write your test; please click the 'Next' button below to continue booking your test.

✦ If your request was NOT successfully entered you will see:

6. Search status

No available spaces could be found for you to write your test. Please click the 'Cancel' button at the bottom and contact us to see if alternate arrangements can be made.

If you receive the message above, contact the Examination Coordinator at 905-828-3847 or accessexams.utm@utoronto.ca as soon as possible.
STEP 7

You must click on the box ✣ in front of “I acknowledge that the information I am submitting is correct to the best of my ability.”

Click ‘Finish’ to complete your test request

After clicking ‘Finish’ you will see:

Thank you for your submission. Please remember to confirm your test booking 10-14 days prior to your test date. You may contact the AccessAbility Resource Centre at accessconfirm.utm@utoronto.ca or 905-569-4699 if any questions arise.