



**Academic Success Center**  
**DISABILITY AND ACCESSIBILITY SERVICES**  
HAROLD C. SMITH LEARNING COMMONS, ROOM 300  
263 ALDEN STREET  
SPRINGFIELD, MA 01109-3797

## Students: How to make Test Requests in AIM

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### Brief Introduction:

Disability & Accessibility Services is excited to announce the launch of **our new Alternative Testing Module** within AIM, our online accommodation management portal. DAS students who are approved for alternative testing accommodations will be required to submit **ALL testing requests** through this module regardless of whether you take it in the classroom with the instructor or in the ASC Test Proctoring Center. Both your instructor(s) and DAS staff will be able to track and monitor your requests through AIM to ensure that testing needs are met.

## **Important Changes:**

- **Requests for ALL TESTS**

- All requests for alternative testing accommodations must be requested through AIM's Alternative Testing Module regardless of whether you take it in the classroom with the instructor or in the ASC Test Proctoring Center.

- **What is an Alternative Testing Agreement?**

- If your instructor fills out the agreement, it will contain useful information for you to review when making a request for your alternative testing accommodations. Information can include dates of tests, types of tests, and more. We encourage you to review this agreement and use the information provided to make informed test requests.

- ***“Proctored in the ASC”***

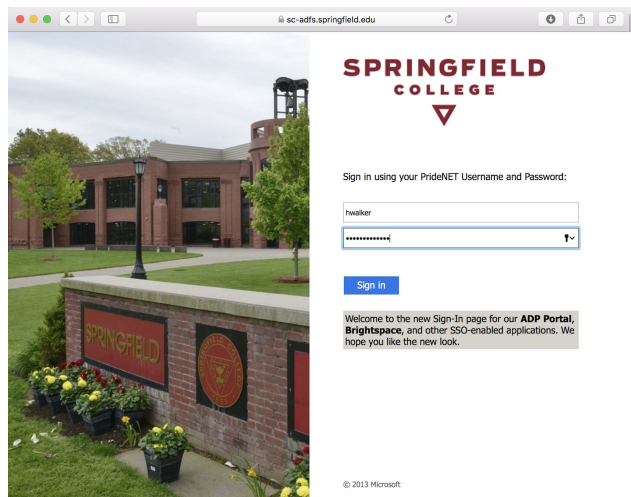
- When you make a test request, you will notice an option of “Proctored in the ASC” among your testing accommodations. You must select this option if you want to take your test in the ASC.
- The only times you won't choose this option are if:
  - You have already spoken with your instructor and made arrangements with them, to take your test with them in-person, **OR**
  - Your test is online and you do not want to take it in the ASC, but wish to take advantage of your alternative testing accommodations.

## How to Make Test Requests:

Below are the steps on how you can request your alternative testing accommodation(s) through AIM.

### *Request Your Accommodation Letters!*

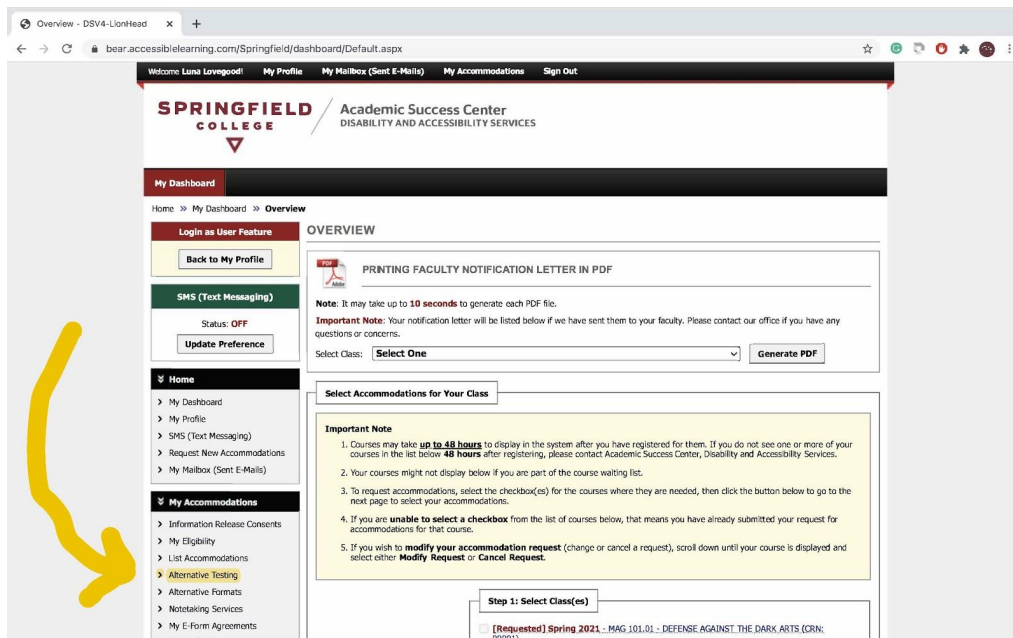
- Click here to access your portal: **AIM**  
Please sign in using your Springfield College Username & Password.



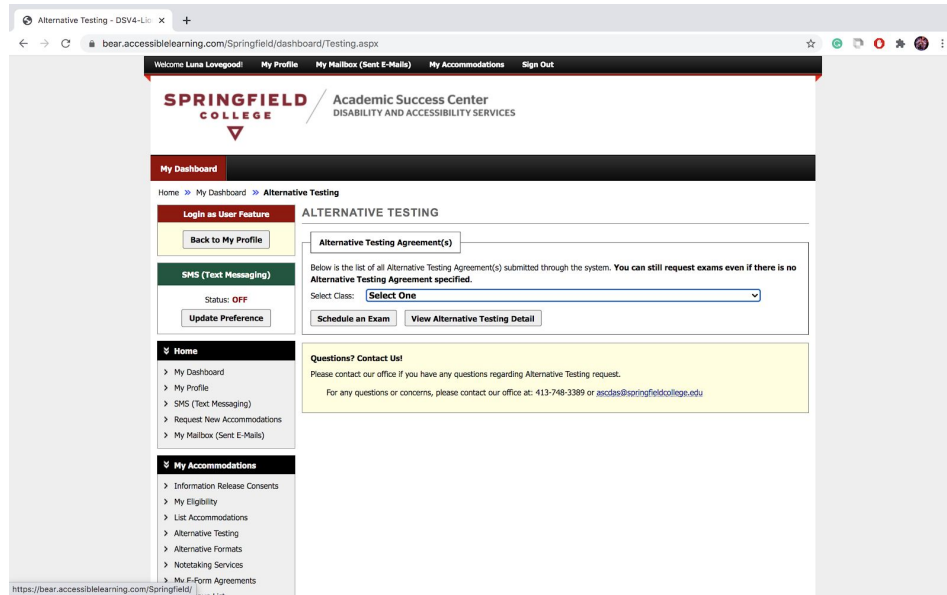
- Make requests for your accommodation letters to be sent out. You must specify the courses for which you wish to use your alternative testing accommodation(s). If you do not specify your alternative testing accommodation(s) in your accommodation letter, you will not be able to make a request for your testing accommodations through AIM's Alternative Testing Module. (**Note:** If you need assistance with requesting your accommodation letters, please review this guide: [How to Request Your Accommodation Letters in AIM](#))
- Discuss testing accommodations with your instructor and identify your preferences for administration of accommodations.
- Once you have made the request to have accommodation letters sent to your instructors, you will be able to make test requests through AIM.

*Make an Individual Test Request!*

- To make an individual test request, look on the left hand side of your AIM profile main page for the section labeled, “**My Accommodations.**” Under this section, is a tab labeled, “**Alternative Testing.**” Click on this. (Also highlighted on the image below in yellow).



- It will bring you to AIM’s Alternative Testing page. (Image on next page)



- You have two options for how to make a test request.

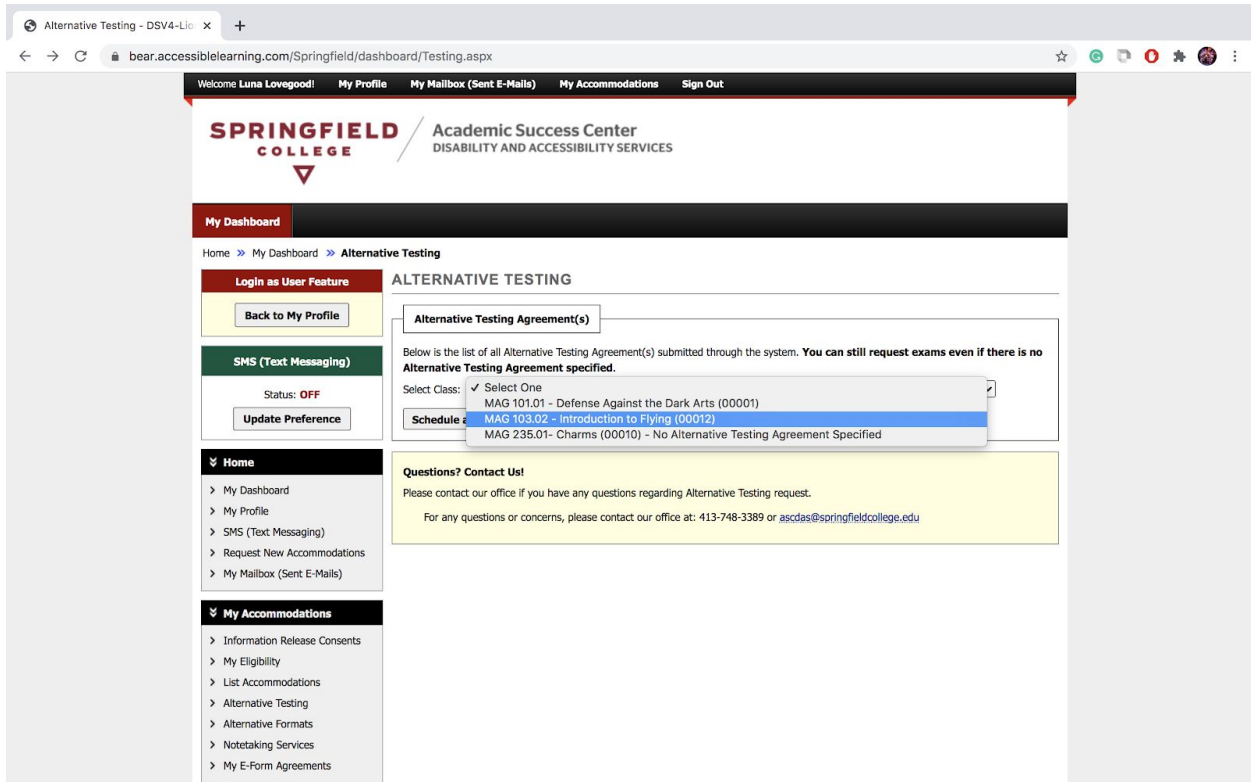
### Option 1: ***Review Alternative Testing Agreement***

You will notice a function to “View Alternative Testing Detail.” When your instructors receive your accommodation letters, they will be prompted to fill out an “**Alternative Testing Agreement.**” This agreement will contain information related to the upcoming test(s) in your course.

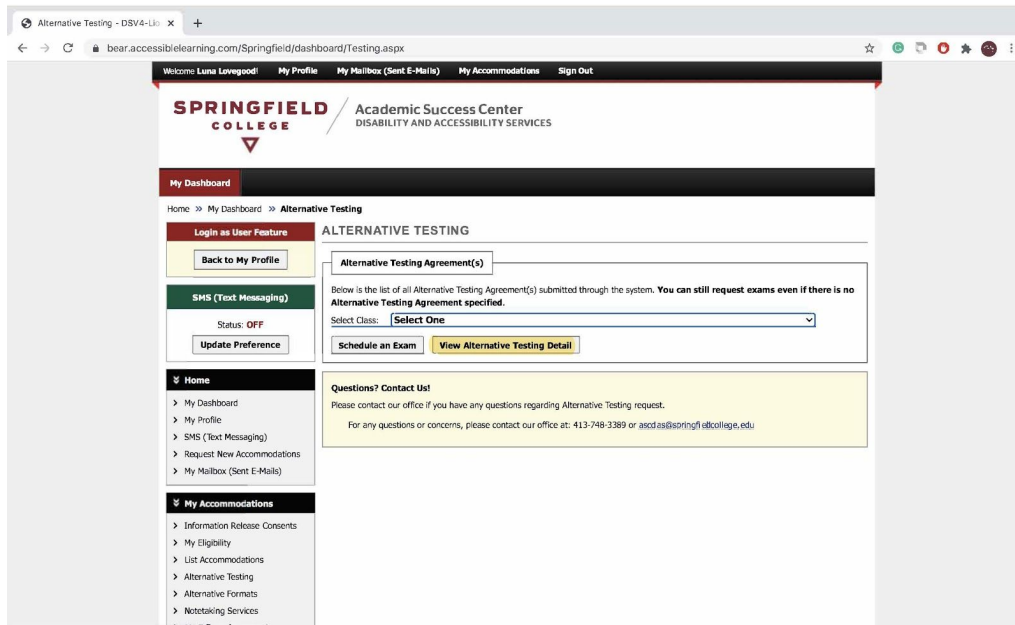
- If your professor did not fill out an agreement, do not worry. DAS staff will follow up with them. For now, please go to Option 2: ***Go Ahead and Schedule a Test Request.***

To view an **Alternative Testing Agreement** for a course, follow these steps:

- Select the Course you want



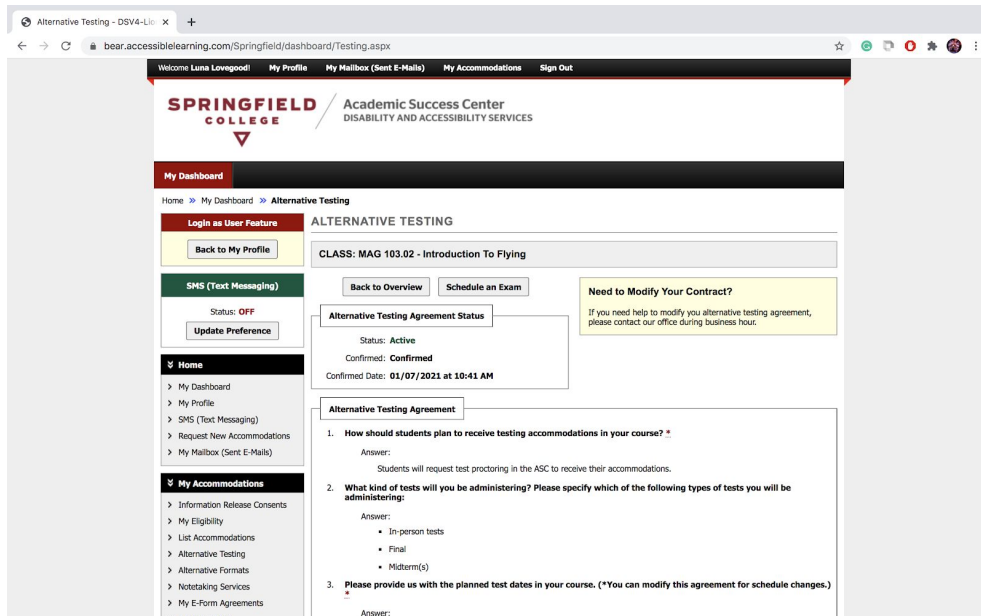
Click “View Alternative Testing Detail” (highlighted in yellow in image below)



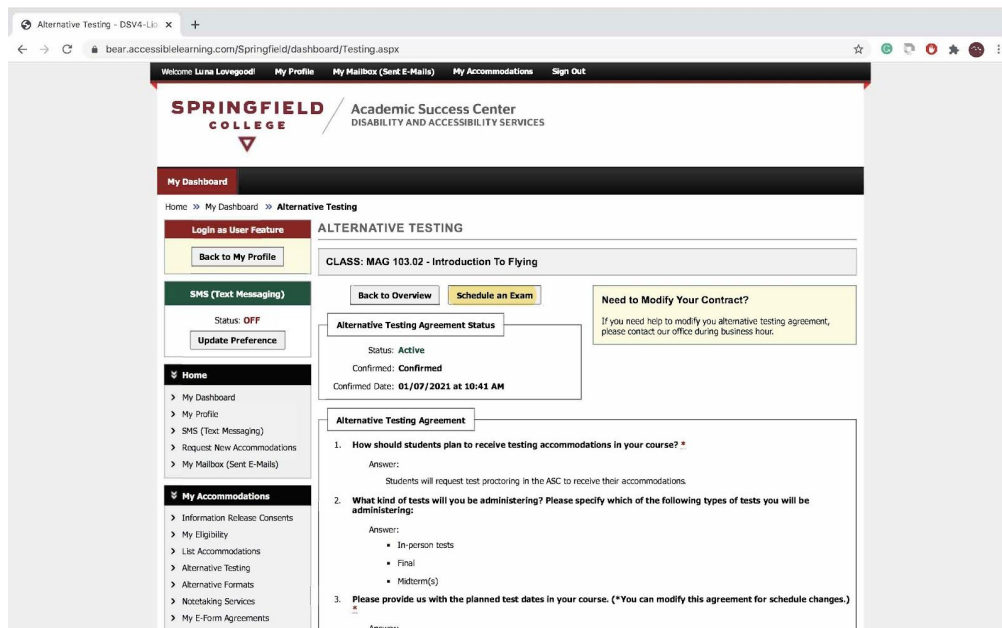


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The Alternative Testing Agreement will appear on the next page. You can review the information provided by the Instructor here.



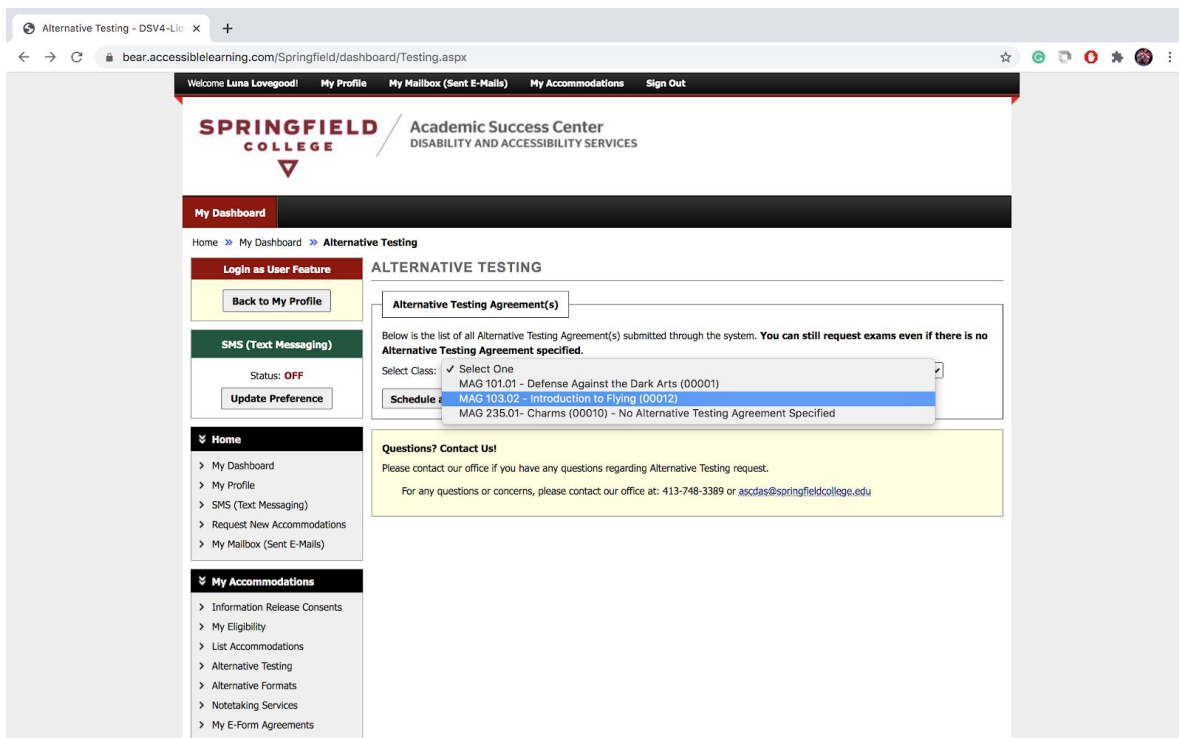
From this page, you can go ahead and make a test request by clicking on “**Schedule an Exam.**” (Highlighted in yellow).



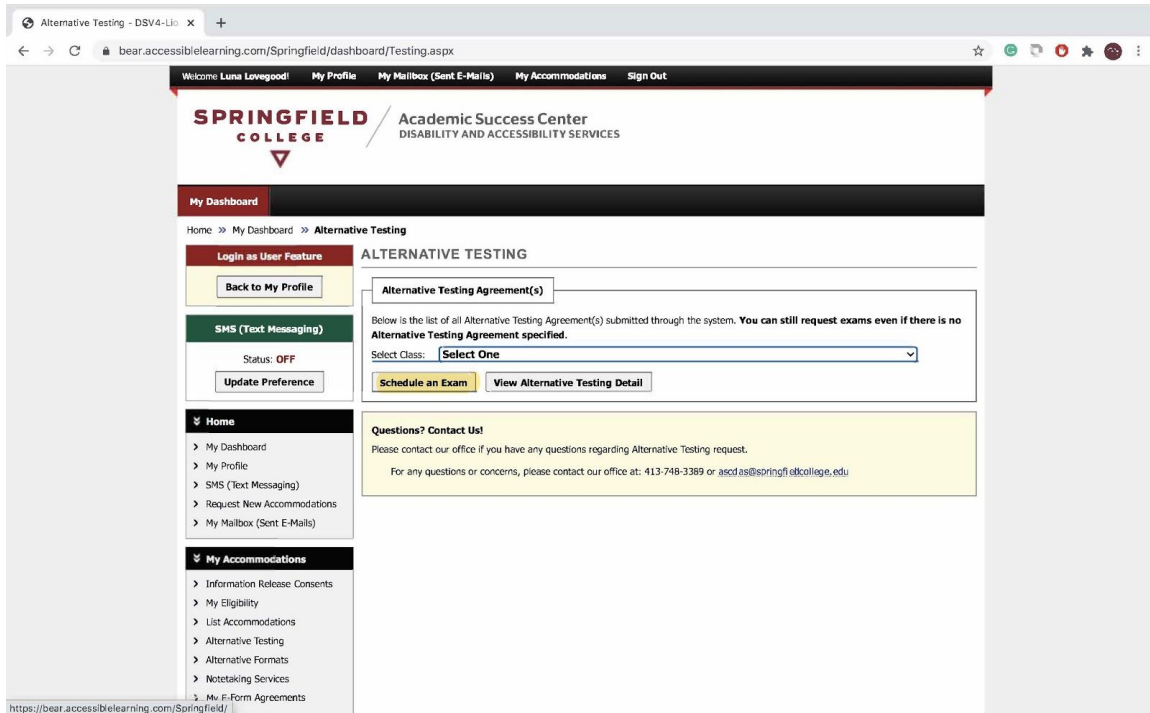
- Proceed to Step: *Inputting Exam Details.*

Option 2: ***Go Ahead and Schedule a Test Request***

- If your instructor has not submitted an Alternative Testing Agreement, you can go ahead and select the course you want to make a request for, and click on “Schedule an Exam.” (This is shown in the next two pictures.)



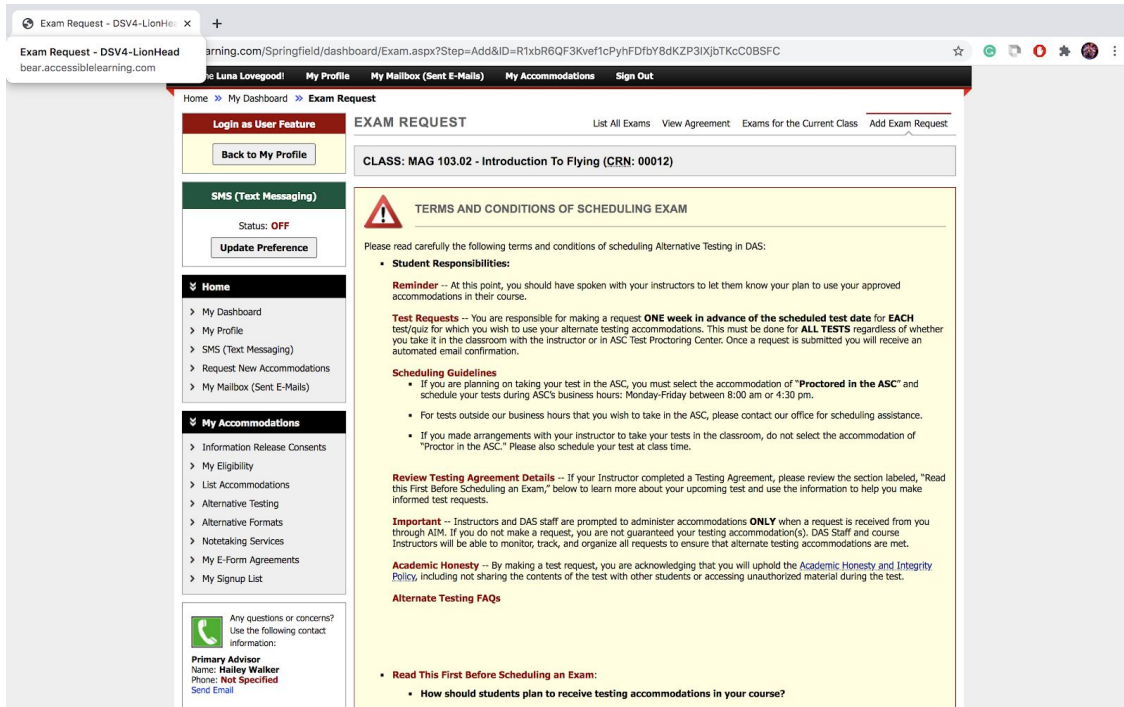




### Inputting Exam Details

- You will be brought to the Exam Request page. Please review the terms and conditions of scheduling an exam(s), which outlines your student responsibilities, before proceeding with your test request.

If your instructor filled out an Alternative Testing Agreement, this will appear under the section labeled, **“Read This First Before Scheduling an Exam.”** Once you have read both sections, please scroll down to **“Exam Detail”** to make a request. (Images on next page)



Exam Request - DSV4-LionHead  
bear.accessiblelearning.com

arn.com/Springfield/dashboard/Exam.aspx?Step=Add&ID=R1xbR6QF3Kvef1cPyhFDfby8dKZP3IXjBTkCc0BSFC

Welcome Luna Lovegood! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

Home > My Dashboard > **Exam Request**

**EXAM REQUEST** List All Exams View Agreement Exams for the Current Class Add Exam Request

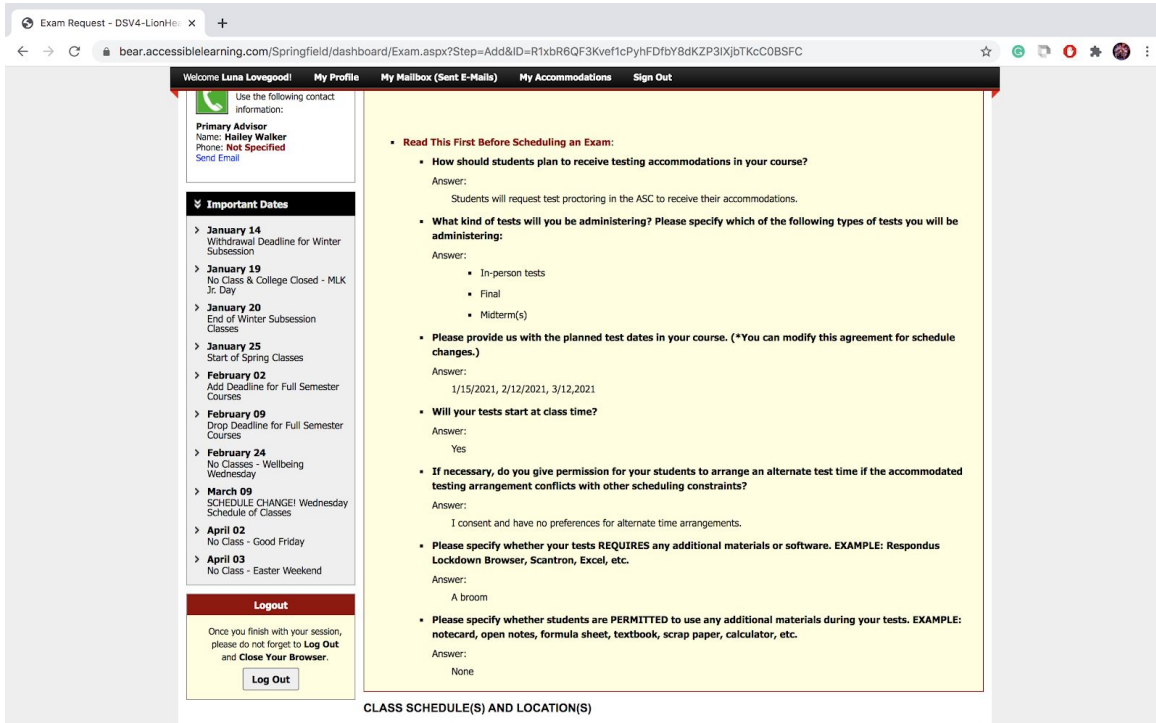
**CLASS: MAG 103.02 - Introduction To Flying (CRN: 00012)**

**TERMS AND CONDITIONS OF SCHEDULING EXAM**

Please read carefully the following terms and conditions of scheduling Alternative Testing in DAS:

- Student Responsibilities:**
  - Reminder** -- At this point, you should have spoken with your instructors to let them know your plan to use your approved accommodations in their course.
  - Test Requests** -- You are responsible for making a request **ONE week in advance of the scheduled test date** for **EACH** test/quiz for which you wish to use your alternate testing accommodations. This must be done for **ALL TESTS** regardless of whether you take it in the classroom with the instructor or in ASC Test Proctoring Center. Once a request is submitted you will receive an automated email confirmation.
  - Scheduling Guidelines**
    - If you are planning on taking your test in the ASC, you must select the accommodation of "Proctored in the ASC" and schedule your tests during ASC's business hours: Monday-Friday between 8:00 am or 4:30 pm.
    - For tests outside our business hours that you wish to take in the ASC, please contact our office for scheduling assistance.
    - If you made arrangements with your instructor to take your tests in the classroom, do not select the accommodation of "Proctor in the ASC." Please also schedule your test at class time.
  - Review Testing Agreement Details** -- If your Instructor completed a Testing Agreement, please review the section labeled, "Read this First Before Scheduling an Exam," below to learn more about your upcoming test and use the information to help you make informed test requests.
  - Important** -- Instructors and DAS staff are prompted to administer accommodations **ONLY** when a request is received from you through AIM. If you do not make a request, you are not guaranteed your testing accommodation(s). DAS Staff and course Instructors will be able to monitor, track, and organize all requests to ensure that alternate testing accommodations are met.
  - Academic Honesty** -- By making a test request, you are acknowledging that you will uphold the **Academic Honesty and Integrity Policy**, including not sharing the contents of the test with other students or accessing unauthorized material during the test.
- Alternate Testing FAQ**
  - Read This First Before Scheduling an Exam:**
    - How should students plan to receive testing accommodations in your course?**

Any questions or concerns? Use the following contact information:  
**Primary Advisor**  
 Name: **Hailey Walker**  
 Phone: Not Specified  
 Send Email



Exam Request - DSV4-LionHead  
bear.accessiblelearning.com

arn.com/Springfield/dashboard/Exam.aspx?Step=Add&ID=R1xbR6QF3Kvef1cPyhFDfby8dKZP3IXjBTkCc0BSFC

Welcome Luna Lovegood! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

Use the following contact information:  
**Primary Advisor**  
 Name: **Hailey Walker**  
 Phone: Not Specified  
 Send Email

**Important Dates**

- January 14**  
Withdrawal Deadline for Winter Subsession
- January 19**  
No Class & College Closed - MLK Jr. Day
- January 20**  
End of Winter Subsession Classes
- January 25**  
Start of Spring Classes
- February 02**  
Add Deadline for Full Semester Courses
- February 09**  
Drop Deadline for Full Semester Courses
- February 24**  
No Classes - Wellbeing Wednesday
- March 09**  
SCHEDULE CHANGE! Wednesday Schedule of Classes
- April 02**  
No Class - Good Friday
- April 03**  
No Class - Easter Weekend

**Log Out**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

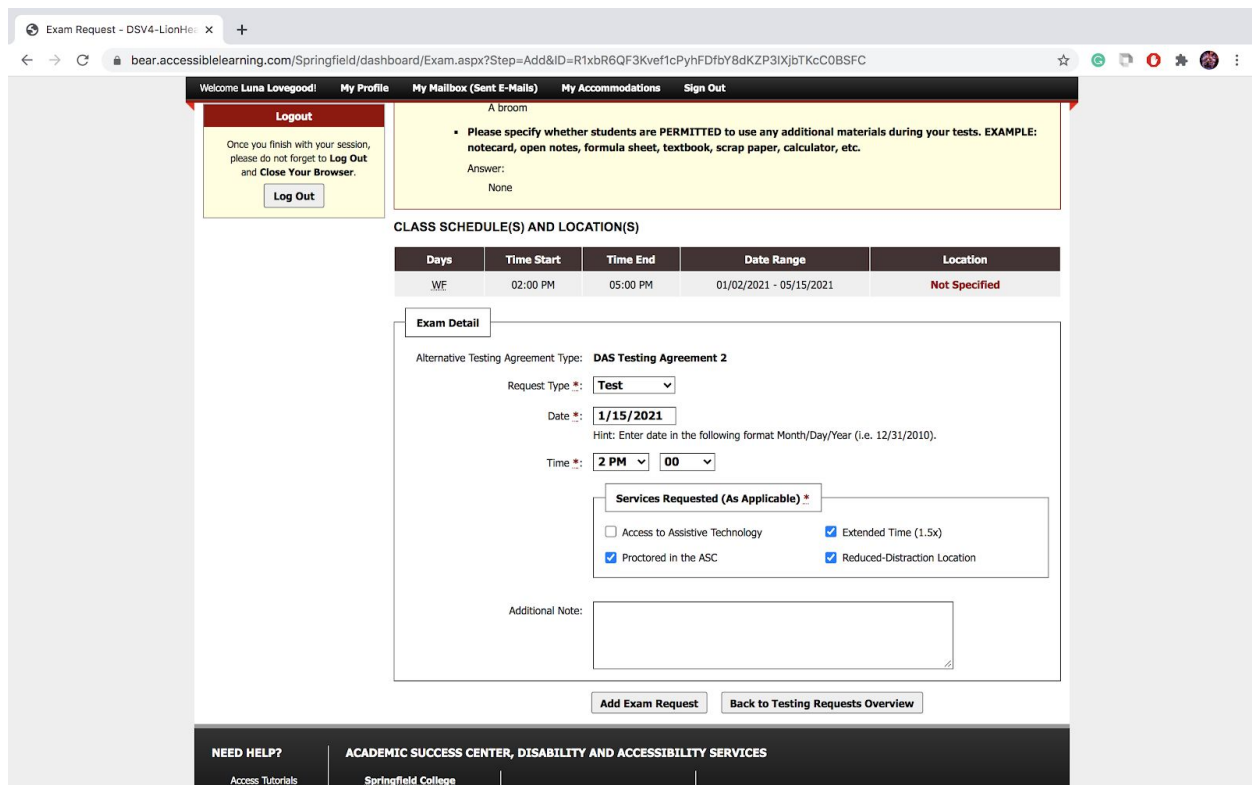
**Log Out**

- Read This First Before Scheduling an Exam:**
  - How should students plan to receive testing accommodations in your course?**  
 Answer:  
 Students will request test proctoring in the ASC to receive their accommodations.
  - What kind of tests will you be administering? Please specify which of the following types of tests you will be administering:**  
 Answer:  
    - In-person tests
    - Final
    - Midterm(s)
  - Please provide us with the planned test dates in your course. (\*You can modify this agreement for schedule changes.)**  
 Answer:  
 1/15/2021, 2/12/2021, 3/12/2021
  - Will your tests start at class time?**  
 Answer:  
 Yes
  - If necessary, do you give permission for your students to arrange an alternate test time if the accommodated testing arrangement conflicts with other scheduling constraints?**  
 Answer:  
 I consent and have no preferences for alternate time arrangements.
  - Please specify whether your tests REQUIRES any additional materials or software. EXAMPLE: Respondus Lockdown Browser, Scantron, Excel, etc.**  
 Answer:  
 A broom
  - Please specify whether students are PERMITTED to use any additional materials during your tests. EXAMPLE: notecard, open notes, formula sheet, textbook, scrap paper, calculator, etc.**  
 Answer:  
 None

**CLASS SCHEDULE(S) AND LOCATION(S)**

- In the Exam Details section, you will be able to make your test requests. Please fill out the required information. Be sure to specify which testing accommodations you are electing to use on this test. Once done, click on “Add Exam Request.”

**Reminder:** If you want to take your test in the ASC, please click on “**Proctored in the ASC.**” Otherwise, if you made an arrangement with your instructor, or if you are planning on taking the test online but not in the ASC -- do not click this accommodation.



The screenshot shows a web browser window with the URL `bear.accessiblelearning.com/Springfield/dashboard/Exam.aspx?Step=Add&ID=R1xbR6QF3Kvef1cPyhFDfbY8dKZP3IXjbtKcC0BSFC`. The user is logged in as Luna Lovegood. The page has a navigation bar with links for **Welcome Luna Lovegood!**, **My Profile**, **My Mailbox (Sent E-Mails)**, **My Accommodations**, and **Sign Out**. A **Logout** button is also present in a sidebar.

A yellow box contains the following text: "Please specify whether students are PERMITTED to use any additional materials during your tests. EXAMPLE: notecard, open notes, formula sheet, textbook, scrap paper, calculator, etc." The answer provided is "None".

The **CLASS SCHEDULE(S) AND LOCATION(S)** section contains a table:

Days	Time Start	Time End	Date Range	Location
WF	02:00 PM	05:00 PM	01/02/2021 - 05/15/2021	Not Specified

The **Exam Detail** section includes the following fields:

- Alternative Testing Agreement Type: **DAS Testing Agreement 2**
- Request Type: **Test** (dropdown)
- Date: **1/15/2021** (calendar icon)
- Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).
- Time: **2 PM** (dropdown) **00** (dropdown)
- Services Requested (As Applicable)** (checkboxes):
  - Access to Assistive Technology
  - Proctored in the ASC
  - Extended Time (1.5x)
  - Reduced-Distraction Location
- Additional Note: (text area)

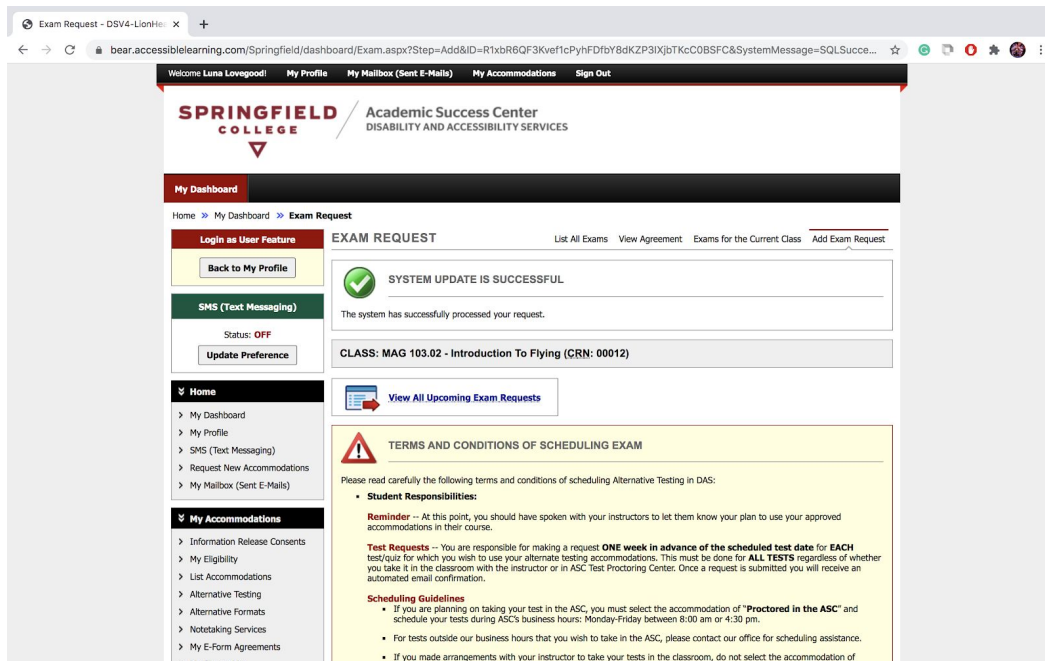
Buttons at the bottom of the form are **Add Exam Request** and **Back to Testing Requests Overview**.

The footer contains the text: **NEED HELP?** with links for **Access Tutorials** and **Springfield College**, and **ACADEMIC SUCCESS CENTER, DISABILITY AND ACCESSIBILITY SERVICES**.



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- Once you have made a test request, then AIM will inform you that the system update has been successful. You will also receive an email confirmation of your test request (as pictured below in second image).



Dear Luna Lovegood,

This is a confirmation that your test request has been received.

**Tests in the ASC:** If you requested to take your test with the ASC. The ASC Staff will contact your professors in advance of your scheduled test date to obtain your test.

**Tests with your Instructor:** If you made test arrangements with your instructor, we encourage you to confirm the plan with your instructor. If you need additional support from our office, please reach out to us by using the contact information listed below.

DAS staff will reach out to you if there are any issues with the scheduling of your test or if we have any questions in regards to your test.

If you have any questions or concerns please contact us at either 413-748-3389 or at our email: [ascdas@springfield.edu](mailto:ascdas@springfield.edu)

Thank you.

Disability & Accessibility Services Staff

Student: Luna Lovegood (School ID: X00006)

Class: MAG 101.01 - Defense Against the Dark Arts

Exam Type: Test

Date: Monday, January 11, 2021

Start Time: 09:00 AM

End Time: 10:15 AM (75)

Approved Accommodation(s):

- Extended Time (1.5x)
- Proctored in the ASC
- Reduced-Distraction Location

- Congratulations! You have made your test request!

*Late Test Requests*

- Please note if you make a request for a test less than two business days prior to your scheduled test, your test will be considered late. For Late Test Requests, you will view this page and will be required to provide a reason for your late request. All late requests will be addressed on a case-by-case basis. You will be notified via email from our office with any questions DAS staff may have and whether or not we have the space to accommodate your test request.

**CLASS SCHEDULE(S) AND LOCATION(S)**

Days	Time Start	Time End	Date Range	Location
WF	02:00 PM	05:00 PM	01/02/2021 - 05/15/2021	<b>Not Specified</b>



**LATE EXAM NOTICE - ACTION REQUIRED**

Please be aware that late requests will be addressed on a case-by-case basis. You will receive an email notification from our office containing any follow-up questions and whether or not we can accommodate your request.

Moving forward, please make your requests **one week in advance of the scheduled test date** to ensure that your alternate testing accommodations can be met.

**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 agreement)

**I have read and understand the late exam request policy above.**

**Submit Late Exam Request**

**Back to Exam Detail or Modify Date**



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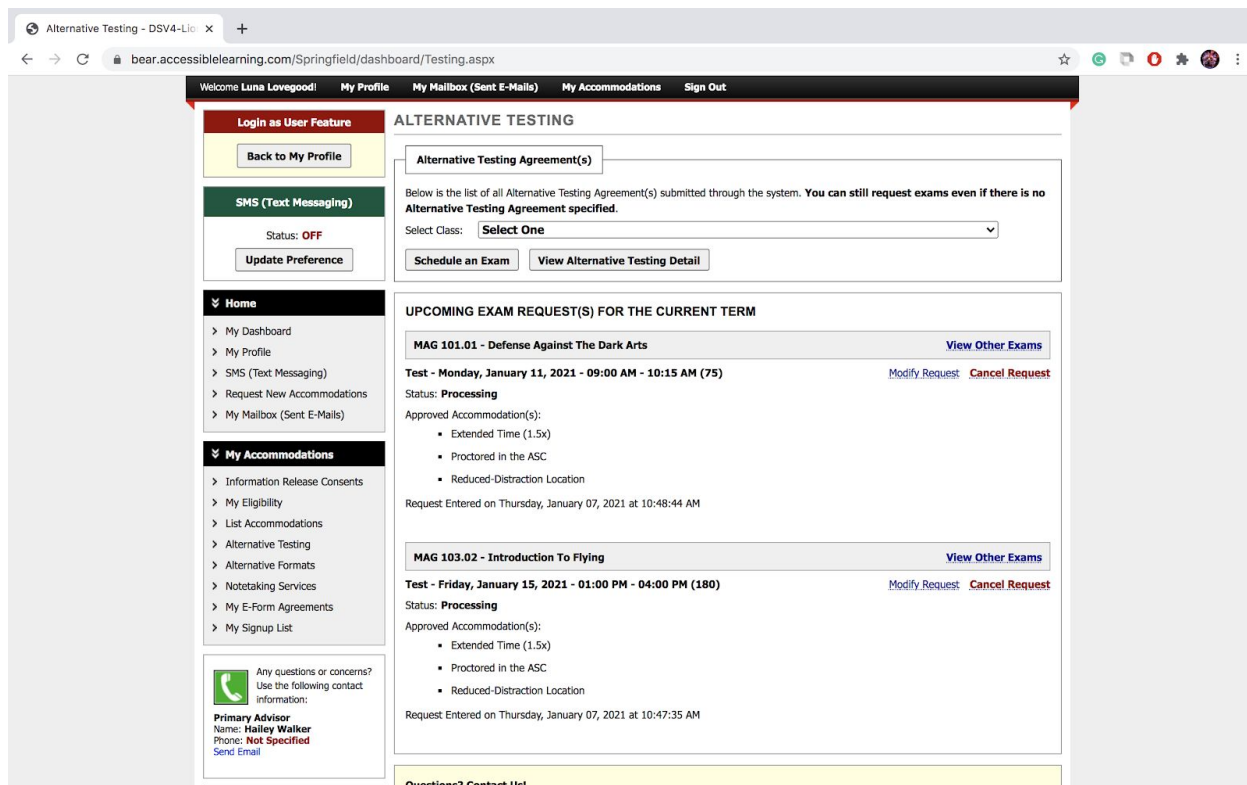
## How to View your Test Requests:

- You will be able to view all requests made in your Alternative Testing page by clicking one of the two options below:

Option 1: You can select “**Exams for the Current Class**” to see all test requests made for one course.

The screenshot shows a web browser window with the URL `bear.accessiblelearning.com/Springfield/dashboard/Exam.aspx?Step=List&ID=R1xbR6QF3Kvef1cPynFDfby8dKZP3IXjbtKcC0BSFC`. The page header includes the Springfield College logo and the Academic Success Center name. A navigation bar at the top contains links for 'Welcome Luna Lovegood!', 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. Below this is a 'My Dashboard' section with a breadcrumb trail: 'Home >> My Dashboard >> Exam Request'. The main content area is titled 'EXAM REQUEST' and includes a 'Login as User Feature' button, a 'Back to My Profile' button, and an 'SMS (Text Messaging)' section with a status of 'OFF' and an 'Update Preference' button. The 'Home' sidebar lists various navigation options. The 'My Accommodations' sidebar lists options like 'Information Release Consents', 'My Eligibility', 'List Accommodations', 'Alternative Testing', 'Alternative Formats', 'Notetaking Services', and 'My E-Form Agreements'. The main content area shows 'CLASS: MAG 103.02 - Introduction To Flying (CRN: 00012)' and 'All Exam Request(s) for the Current Class'. A test is listed for 'Friday, January 15, 2021 - 01:00 PM - 04:00 PM (180)' with a status of 'Processing'. Approved accommodations include 'Extended Time (1.5x)', 'Proctored in the ASC', and 'Reduced-Distraction Location'. The request was entered on Thursday, January 07, 2021, at 10:47:35 AM. There are 'Modify Request' and 'Cancel Request' links.

Option 2: You can go back to the Alternative Testing main page or you can select **“List All Exams,”** if it is an available option on top of your page to see all test requests made for all of your courses.



The screenshot shows a web browser window with the URL `bear.accessiblelearning.com/Springfield/dashboard/Testing.aspx`. The page title is "Alternative Testing - DSV4-Lic". The user is logged in as "Luna Lovegood!".

**Navigation and User Options:**

- Buttons: [Back to My Profile](#), [Update Preference](#)
- SMS (Text Messaging) Status: **OFF**
- Home menu: My Dashboard, My Profile, SMS (Text Messaging), Request New Accommodations, My Mailbox (Sent E-Mails)
- My Accommodations menu: Information Release Consents, My Eligibility, List Accommodations, Alternative Testing, Alternative Formats, Notetaking Services, My E-Form Agreements, My Signup List
- Contact info: Primary Advisor **Hailey Walker**, Phone: **Not Specified**, [Send Email](#)

**ALTERNATIVE TESTING**

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: **Select One**

[Schedule an Exam](#) [View Alternative Testing Detail](#)

**UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM**

**MAG 101.01 - Defense Against The Dark Arts** [View Other Exams](#)

**Test - Monday, January 11, 2021 - 09:00 AM - 10:15 AM (75)** [Modify Request](#) [Cancel Request](#)

Status: **Processing**

Approved Accommodation(s):

- Extended Time (1.5x)
- Proctored in the ASC
- Reduced-Distraction Location

Request Entered on Thursday, January 07, 2021 at 10:48:44 AM

**MAG 103.02 - Introduction To Flying** [View Other Exams](#)

**Test - Friday, January 15, 2021 - 01:00 PM - 04:00 PM (180)** [Modify Request](#) [Cancel Request](#)

Status: **Processing**

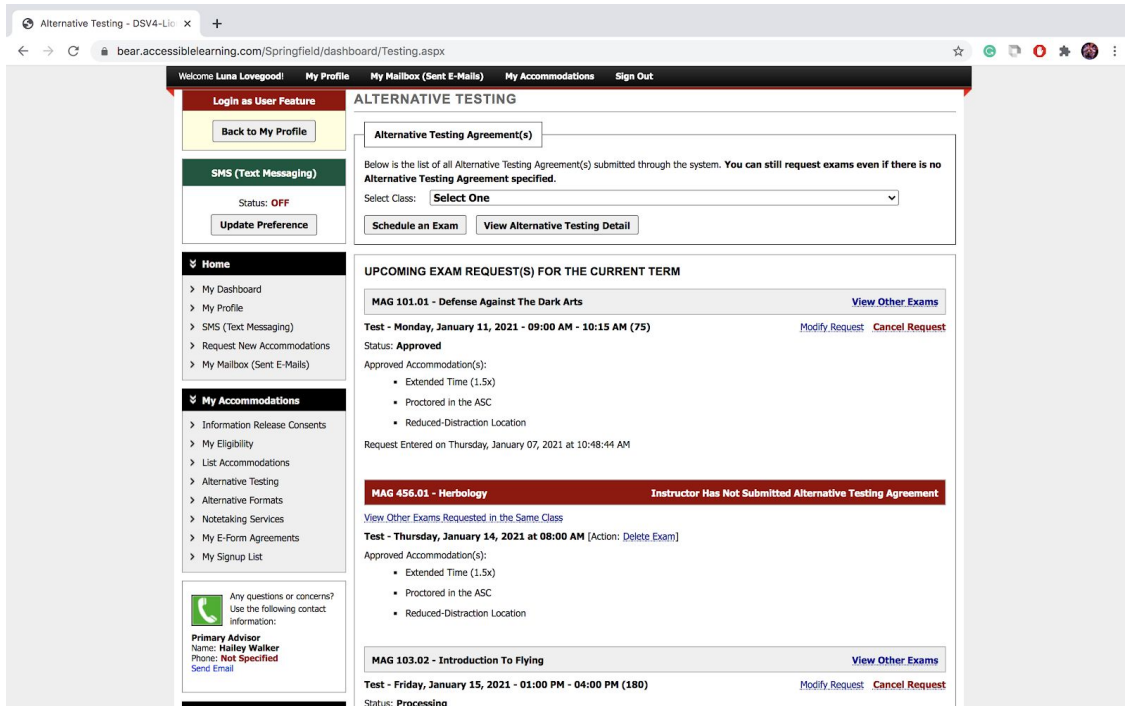
Approved Accommodation(s):

- Extended Time (1.5x)
- Proctored in the ASC
- Reduced-Distraction Location

Request Entered on Thursday, January 07, 2021 at 10:47:35 AM

**Questions? Contact Us!**

- If you see one of your test requests highlighted in red -- do not worry about it (See picture below)! If you are planning on taking the test in the ASC, you are scheduled to take it with us. This simply means that your Instructor has not provided us with any test details. DAS staff will be following up with your Instructor to obtain this information and there is no further action on your part.



The screenshot shows a web browser window with the URL `bear.accessiblelearning.com/Springfield/dashboard/Testing.aspx`. The page title is "Alternative Testing - DSV4-Lib". The user is logged in as "Luna Lovegood".

**ALTERNATIVE TESTING**

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: **Select One**

[Schedule an Exam](#) [View Alternative Testing Detail](#)

**UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM**

**MAG 101.01 - Defense Against The Dark Arts** [View Other Exams](#)

**Test - Monday, January 11, 2021 - 09:00 AM - 10:15 AM (75)** [Modify Request](#) [Cancel Request](#)

Status: **Approved**

Approved Accommodation(s):

- Extended Time (1.5x)
- Proctored in the ASC
- Reduced-Distraction Location

Request Entered on Thursday, January 07, 2021 at 10:48:44 AM

**MAG 456.01 - Herbiology** **Instructor Has Not Submitted Alternative Testing Agreement**

[View Other Exams Requested in the Same Class](#)

**Test - Thursday, January 14, 2021 at 08:00 AM** (Action: Delete Exam)

Approved Accommodation(s):

- Extended Time (1.5x)
- Proctored in the ASC
- Reduced-Distraction Location

**MAG 103.02 - Introduction To Flying** [View Other Exams](#)

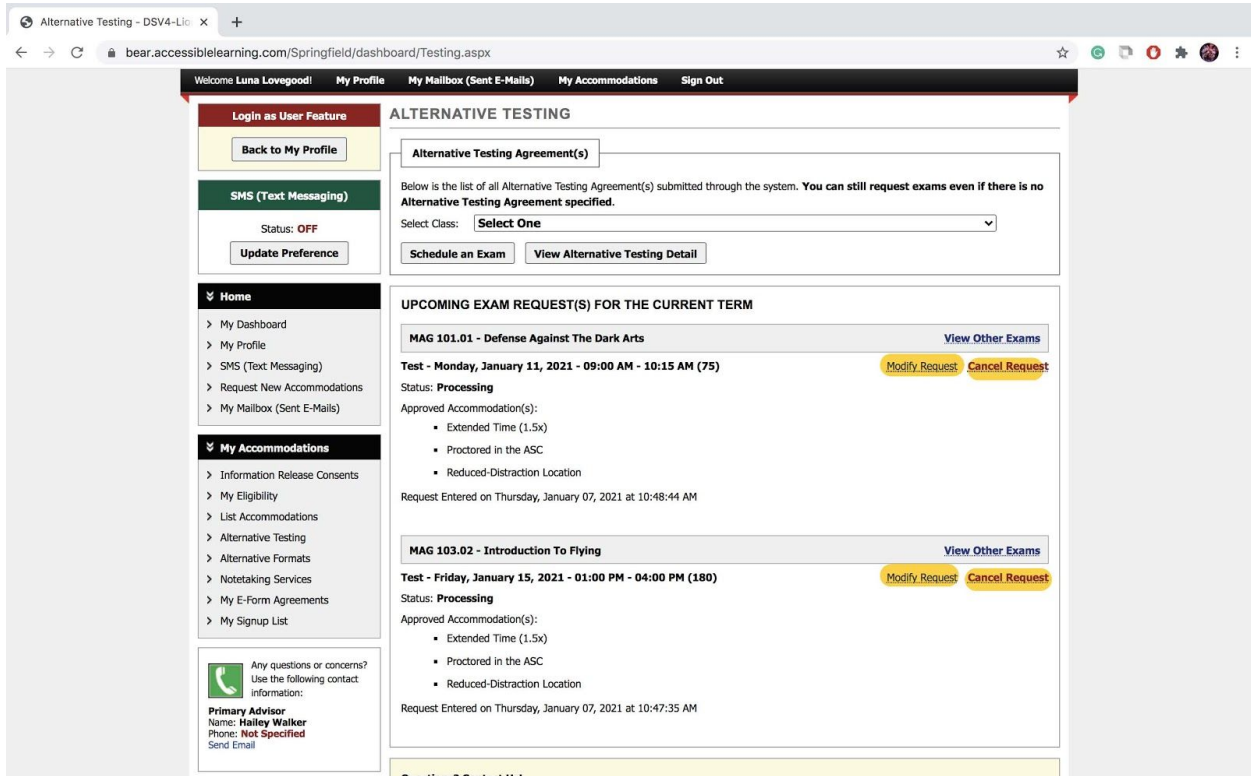
**Test - Friday, January 15, 2021 - 01:00 PM - 04:00 PM (180)** [Modify Request](#) [Cancel Request](#)

Status: **Processing**



## How to Modify, Change, or Cancel Test Requests:

- On the Alternative Testing Main page you can also make modifications to your test request or cancel a test request by locating the test you want to make changes to and clicking either “Modify Request” or “Cancel Request (highlighted in yellow).”



The screenshot shows a web browser window displaying the 'Alternative Testing' dashboard. The page title is 'ALTERNATIVE TESTING'. On the left, there is a navigation menu with sections like 'Home', 'My Accommodations', and 'Primary Advisor'. The main content area is titled 'ALTERNATIVE TESTING AGREEMENT(S)' and lists upcoming exam requests for the current term. Two exam requests are visible:

- MAG 101.01 - Defense Against The Dark Arts**: Test on Monday, January 11, 2021, from 09:00 AM to 10:15 AM (75). Status: Processing. Accommodations include Extended Time (1.5x), Proctored in the ASC, and Reduced-Distraction Location. Request entered on Thursday, January 07, 2021 at 10:48:44 AM. Buttons for 'Modify Request' and 'Cancel Request' are highlighted in yellow.
- MAG 103.02 - Introduction To Flying**: Test on Friday, January 15, 2021, from 01:00 PM to 04:00 PM (180). Status: Processing. Accommodations include Extended Time (1.5x), Proctored in the ASC, and Reduced-Distraction Location. Request entered on Thursday, January 07, 2021 at 10:47:35 AM. Buttons for 'Modify Request' and 'Cancel Request' are highlighted in yellow.

At the bottom of the page, there is a yellow bar with the text 'Questions? Contact Us!'.

### Modify a Test Request

- If you choose to modify your test request, it will bring you back to the Exam request page for that particular test. Simply make your changes, and press Update Exam Request (highlighted in yellow). You will be able to view the changes to your test on the main Alternative Testing page.

Exam Request - DSV4-LionHe x +

bear.accessiblelearning.com/Springfield/dashboard/Exam.aspx?Step=Modify&ID=TQtMEkxtiM0woUwCm0zVorQKhFaDxcGkHO...

Welcome Luna Lovegood! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

Courses


- > **February 09**  
Drop Deadline for Full Semester Courses
- > **February 24**  
No Classes - Wellbeing Wednesday
- > **March 09**  
SCHEDULE CHANGE! Wednesday Schedule of Classes
- > **April 02**  
No Class - Good Friday
- > **April 03**  
No Class - Easter Weekend

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

**Log Out**

Days	Time Start	Time End	Date Range	Location
MWF	09:00 AM	10:00 AM	12/01/2020 - 05/15/2021	Hickory 102

 **TERMS AND CONDITIONS OF MODIFYING EXAM**

Any modifications made to your request will need to be approved on a case-by-case basis. Please keep an eye out for any email outreach from our office containing questions about your updated request.

**Exam Detail**

Alternative Testing Agreement Type: **DAS Testing Agreement**

Request Type \*: **Test**

Date \*: **01/11/2021**  
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time \*: **9 AM** **00**

**Services Requested (As Applicable) \***

Access to Assistive Technology
  Extended Time (1.5x)

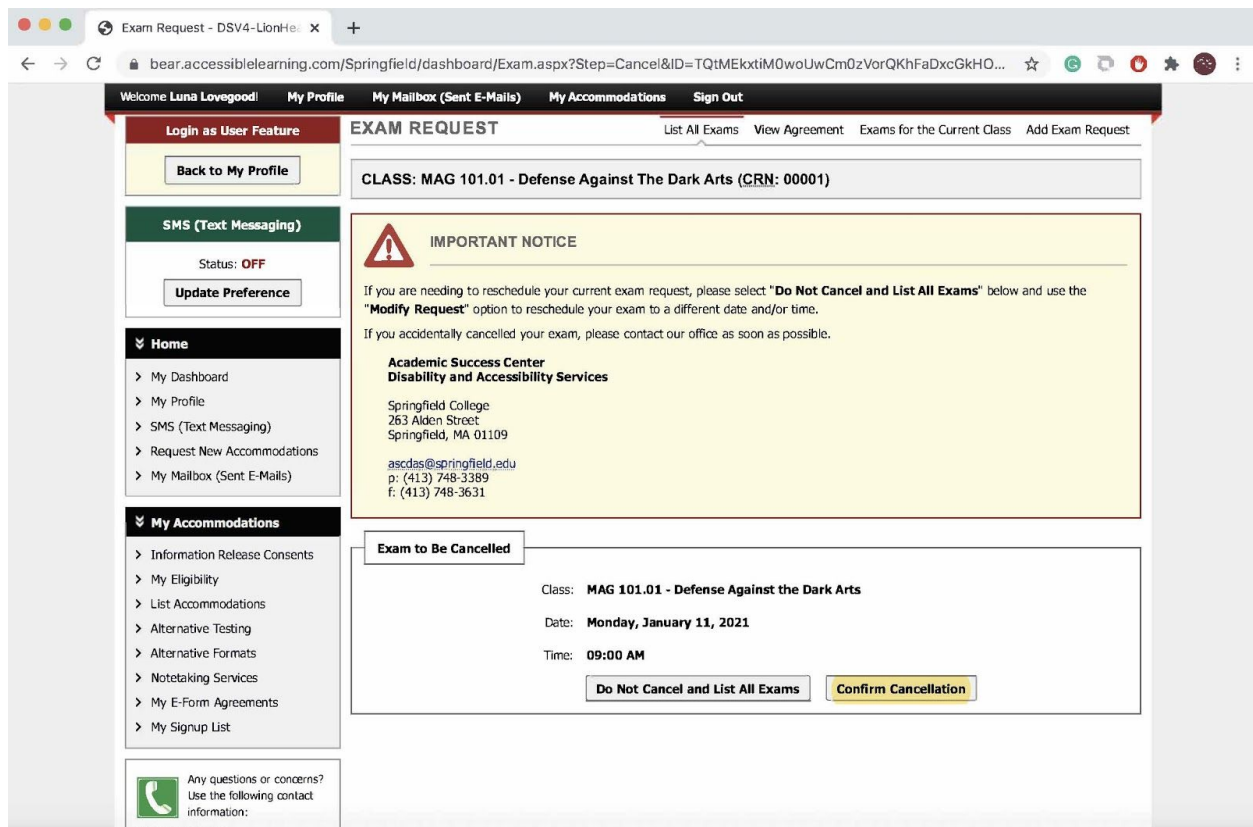
Proctored in the ASC
  Reduced-Distraction Location

Additional Note / Reason to Modify \*:

**Update Exam Request** **Back to Testing Requests Overview**

*Cancel a Test Request*

- If you press Cancel a test request, it will bring you to another page, where you will need to review the test details and make sure that it is the correct test you want to cancel. If you want to cancel the test, press “Confirm Cancellation.” You will be able to see that your test request has been canceled on your Alternative Testing main page.



The screenshot shows a web browser window with the URL: `bear.accessiblelearning.com/Springfield/dashboard/Exam.aspx?Step=Cancel&ID=TQtMEkxtiM0woUwCm0zVorQKhFaDxcGkHO...`

The page header includes: **Welcome Luna Lovegood!** | **My Profile** | **My Mailbox (Sent E-Mails)** | **My Accommodations** | **Sign Out**

The main content area is titled **EXAM REQUEST** and includes links for **List All Exams**, **View Agreement**, **Exams for the Current Class**, and **Add Exam Request**.

The class information is: **CLASS: MAG 101.01 - Defense Against The Dark Arts (CRN: 00001)**

An **IMPORTANT NOTICE** is displayed with a warning icon. The text reads: "If you are needing to reschedule your current exam request, please select 'Do Not Cancel and List All Exams' below and use the 'Modify Request' option to reschedule your exam to a different date and/or time. If you accidentally cancelled your exam, please contact our office as soon as possible."

Contact information for the Academic Success Center is provided:
 

- Academic Success Center Disability and Accessibility Services
- Springfield College
- 263 Alden Street
- Springfield, MA 01109
- ascdas@springfield.edu
- p: (413) 748-3389
- f: (413) 748-3631

The **Exam to Be Cancelled** section shows:
 

- Class: **MAG 101.01 - Defense Against the Dark Arts**
- Date: **Monday, January 11, 2021**
- Time: **09:00 AM**

 Two buttons are visible: **Do Not Cancel and List All Exams** and **Confirm Cancellation**.

The left sidebar contains navigation menus:
 

- Home**
  - My Dashboard
  - My Profile
  - SMS (Text Messaging)
  - Request New Accommodations
  - My Mailbox (Sent E-Mails)
- My Accommodations**
  - Information Release Consents
  - My Eligibility
  - List Accommodations
  - Alternative Testing
  - Alternative Formats
  - Notetaking Services
  - My E-Form Agreements
  - My Signup List

At the bottom left, there is a contact icon and text: "Any questions or concerns? Use the following contact information:"



## Academic Success Center

### DISABILITY AND ACCESSIBILITY SERVICES

HAROLD C. SMITH LEARNING COMMONS, ROOM 300  
263 ALDEN STREET  
SPRINGFIELD, MA 01109-3797

### Contact DAS:

Contact DAS if you have any questions or concerns about the Alternative Testing Module or Test Request Process:

1. Disability & Accessibility Services
  - [ascdas@springfieldcollege.edu](mailto:ascdas@springfieldcollege.edu)
  - 413-748-3389
2. Erin Eighan, Assistant Director of the ASC
  - [eeighan@springfieldcollege.edu](mailto:eeighan@springfieldcollege.edu)
  - 413-748-3724
3. Hailey Walker, Accessibility Coordinator
  - [hwalker@springfieldcollege.edu](mailto:hwalker@springfieldcollege.edu)
  - 413-748-3768
4. Camille Elliott, Associate Director of Student Services
  - [celliott@springfieldcollege.edu](mailto:celliott@springfieldcollege.edu)
  - 413-748-3720