

AES provides the tools so students understand their strengths and limitations and believe in themselves as capable and effective.



ADVOCACY



ADAPTIVE EDUCATIONAL SERVICES

OFFICE OF DIVERSITY, EQUITY AND INCLUSION
Indiana University - Purdue University Indianapolis



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Get to Know AES

Welcome Back

We missed you!

We hope you had a great summer break. As we march full speed into the fall semester, we want to remind you to check your e-mail, and be sure to pay attention to any updates/notifications you might see posted throughout the office providing updates on policies and procedures you need to be made aware of during the 2015-2016 academic school semester.

A few items we'd like to remind you of or provide as updates:

1. For window exams, all exams must be scheduled to be completed by 7pm Monday-Thursday. A good rule of thumb is to schedule those exams before 5pm. On Friday, those window exams must be completed before 3pm.
2. Please remember to schedule your exams 48 business hours in advance! For example, tests for Monday should be scheduled by the prior Thursday, as we are not open on Saturday and Sunday. Tests scheduled the day before or the day of will not be proctored through AES, you will have to take any exams not scheduled 48 hours in advance in class with your professor.
3. PICK UP YOUR TESTING ACCOMMODATIONS AND RETURN THEM IN A TIMELY MANNER! We cannot schedule or proctor exams for which we have no paperwork. Remember, there are essentially three ways to schedule your exam (for example: by phone, in person or online through the aes website) however, none of them are guaranteed until you A.) Receive confirmation and B.) Unless we have all of your necessary paperwork on file.

Finally, if you run into any issues or problems on campus with facilities or have questions about your accommodations or changes to your diagnosis; feel free to come and speak to one of our staff members so we can do our best to rectify the problems you're facing. An intake and test scheduling do not have to be the extent of our assistance to you.

Good luck this year!

Changes in Testing Procedures

Attention All AES Students


Beginning Fall Semester, 2015 there are some changes to our testing procedures. Please take note of the changes:

1. The following exams will be given in SL 070 (IUPUI Testing Center).
 - PSY B 110
 - PSY B 310
 - BIOL K 101
 - CHEM C 105



View our latest video "Getting to Know AES" to find out more about our services.

[View Video](#)

You will be given your accommodation of extended time. If you require any other service, other than extended time, you will continue to schedule these exams through our office. The IUPUI Testing Center is in SLO70 open hours Monday through Thursday: 9:00 AM to 8:00 PM Friday / Saturday: 9:00 AM to 6:00 PM Sunday: Closed. Telephone: 317-274-6916 .

2. Any other window exams will now be taken in the library (3135H). You may schedule your exams Monday through Thursday but the exam must be completed by 7 PM.
3. If you have a window exam and want to take it on Friday, it must be completed by 3 PM. Again you must schedule the exam with a completion time of 3 PM.

Please remember the following:

- You **MUST** have your JagTag with you when taking a test in the IUPUI Testing Center or you will not be able to take your exam.
- We **MUST** have the paperwork signed by your professor before you can schedule the exams.
- You **MUST** schedule your exams with us 48 business hours (or 2 business days) prior to the start of the exam.
- Failure to do either of these will result in you having to take your exam with your class.

Any and all questions can be directed to me, pking@iupui.edu

Thank you and have a great semester.

Pamela A. King
Director

