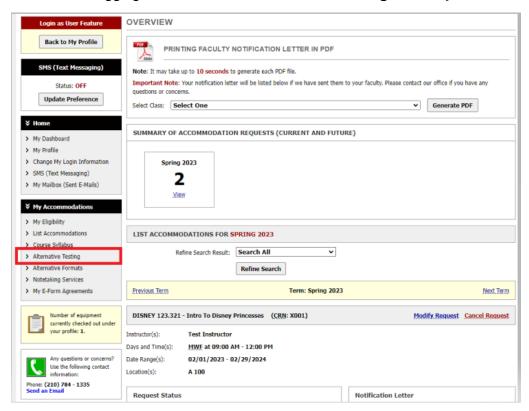
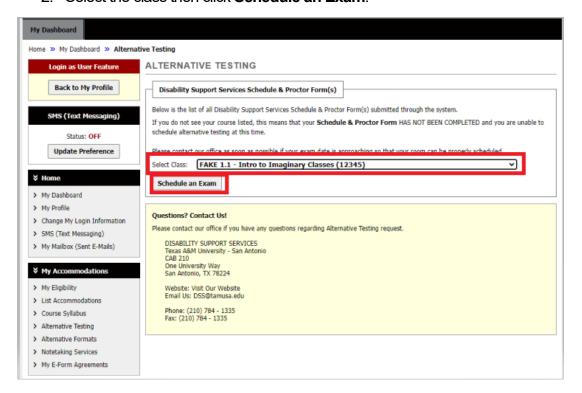
How to Request an Exam

This will replace calling or emailing to request to take an exam in the DSS office. It is the student's responsibility to request to take an exam in AIM 5-business days prior to the exam date. An exam date cannot be guaranteed if less than a 5-business day notice is given.

1. After logging into AIM, click on **Alternative Testing** under *My Accommodations*.

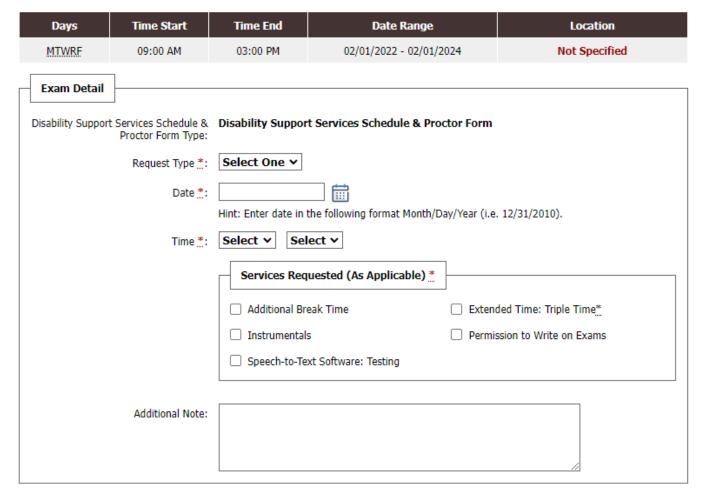


Select the class then click Schedule an Exam.



- 3. Review the Terms and Conditions of Scheduling an Exam. Contact DSS with any questions.
- 4. Scroll to the bottom and fill out the form.
 - a. Select the Request Type
 - i. Exam
 - ii. Final
 - iii. Midterm
 - iv. Quiz
 - v. Pop Quiz
 - b. Date of exam
 - c. Time of Exam (What time is the student requesting to take the test)
 - d. Services Requested
 - e. Additional notes
 - i. Please provide any additional information that would be helpful in scheduling the exam. This includes other classes that meet on the same day as the exam.

CLASS SCHEDULE(S) AND LOCATION(S)



- 5. Click **Update Exam Request** when completed.
 - a. If the requested exam date does not meet the 5-business day requirement, a reason will have to be provided along with additional information (example: other available times). Any changes must be approved by the instructor.

CLASS SCHEDULE(S) AND LOCATION(S)

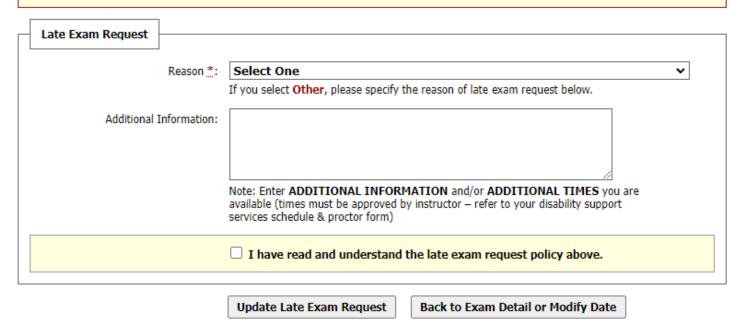
Days	Time Start	Time End	Date Range	Location
MTWRF	09:00 AM	03:00 PM	02/01/2022 - 02/01/2024	Not Specified



LATE EXAM NOTICE - ACTION REQUIRED

Your exam request does not meet the required advance notice and it may be denied due to short noticed and based on availability of staff and space.

Please schedule all your other exams now rather than waiting and potentially missing our scheduling deadlines.



6. The student will receive an email when the request has been submitted. To see updates for exam requests, click **Alternative Testing** again.

