Scheduling an Exam

Log in to your account on AIM. Click on Alternative Testing.

1. DISNEY 100.123 - Into Disney Princess
   - Alternative Testing: Your instructor has not submitted an disability resources alternate testing agreement for this class. Please let your instructor know that the link to initiate an disability resources alternate testing agreement is inside the faculty notification letter sent by our office.

   - Please confirm your need for Notetaking Services for this class. To confirm your request, please go to Notetaking Services section.

2. HAW 101.1 - Snorkeling With Sea Turtles
   - Please confirm your need for Notetaking Services for this class. To confirm your request, please go to Notetaking Services section.

If you have any questions, please contact our office.

Office of Disability Resources | Taylor Hall, PO Box 270195 | Rochester, NY 14627 | p: 585-276-5075 f: 585-276-2805
Pick a class from the **Select Class** drop-down menu.

Select **Schedule an Exam**. Enter the information requested under **Exam Detail**, and select **Add Exam Request**. You’ll know that you have successfully submitted the request if you see a green checkmark at the top of your screen.

**If you are making a late request (less than 5 business days in advance)**, read on for further instructions.
If you schedule your exams with less than 5 business days in advance, you’ll see this screen. You must complete this part or we won’t receive your request. We can’t guarantee we will have space for you if your request is late.

**IMPORTANT**

Please be aware that Disability Resources staff will need to approve your request. If we notice any inconsistencies between your request and the alternative testing agreement (provided by your instructor), we will contact you to get more information.

If your professor approves you to take the exam at a different time/date than the class, we need written approval from your professor. Please have your professor email approval to disability@rochester.edu.