Scheduling an Exam

Log in to your account on AIM. Click on Alternative Testing.
Pick a class from the Select Class drop-down menu.

Note: If you see the notice No Disability Resources Alternate Testing Agreement specified, you can still enter an exam request. Our staff will be following up with your instructor to get the details we need to proctor your exam. Once you've successfully submitted the request, there's nothing more you need to do.

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 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.