Cancelling an Exam

Log in to your account on AIM. Click on **Alternative Testing**.
Locate the test you wish to edit under the heading **Upcoming Exam Requests for the Current Term**.

Select the green **Cancel Request** link to the right of the appropriate test name.

![Exam Request Table]

Review the information listed under the heading **Exam to beCancelled** to ensure that this is, in fact, the test you wish to cancel.

Once you have made sure this is the correct test, select **Confirm Cancellation**.

![Exam to Be Cancelled]

**IMPORTANT**

In some cases, you may not see the **Cancel Request** button – this is because your instructor has not yet reviewed the exam request. If this happens, please email your cancellation request to disability@rochester.edu.