# Scheduling Exams through your ARC (AIM) Portal (replaces Scheduling Exams liin

If you have been approved for alternative testing accommodations (i.e. extended time, minimal distraction room, text-to-speech software, etc.), you will be able to schedule your tests through your AIM portal. Follow the step-by-step instructions below:

> *Note:* When you want to take a test with accommodations, you must make a request in the ARC Accessibility Services AIM portal a minimum of 3 **business** days in advance for a regular test and 5 **business** days before a final exam.
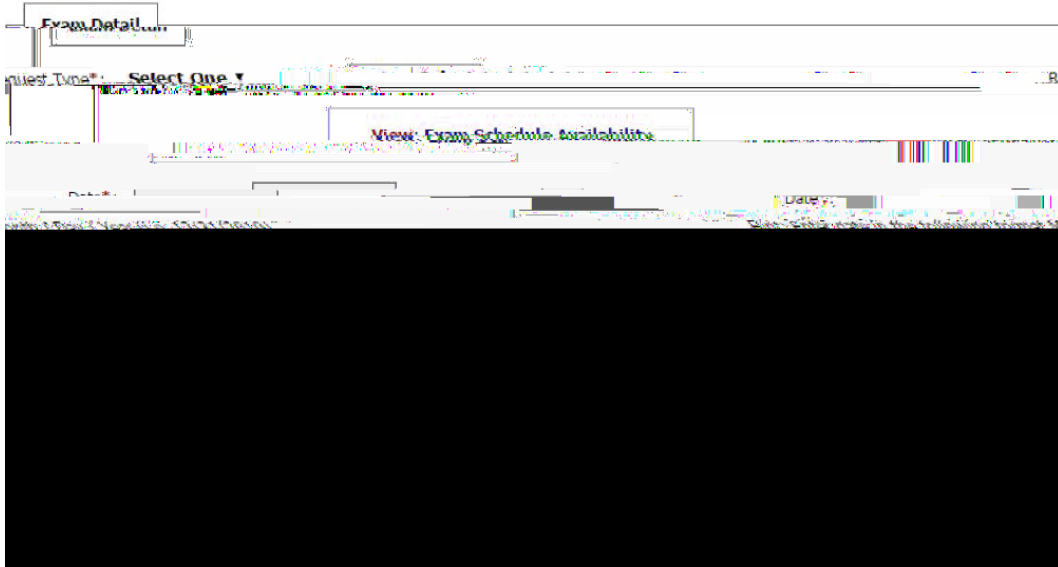
1. Log into your AIM portal – usually your username is your F00#
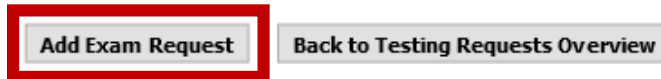2. Click on "**Alternative Testing**" in the "**My Accommodations**" menu in the left-hand column.
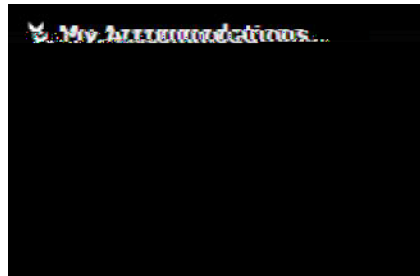
3. Select the course from the drop-down menu for which you are requesting to utilize your testing accommodations and click on "**Schedule an Exam**".

4. Complete the "**Exam Detail**" section

5. Once you have completed the "Exam Detail" section, click on the "Add Exam Request" button to complete the request.

Frequently Asked Questions:

Can I see all of the tests for which I have requested my accommodations?

Yes, you can! When you log into the AIM portal, click on "Alternative Testing" in the "My Accommodations" menu on the left. You will be taken to the Alternative Testing page and be able to see all of your upcoming requests for the current term. All requests are approved by the Testing Center Coordinator.
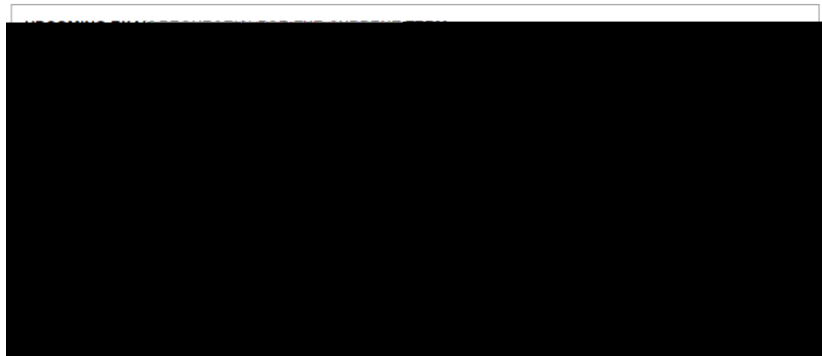
Can I modify a request to utilize my testing accommodations for a particular test?

You can modify the date and time of a request to utilize your testing accommodations. You will log into AIM and go to "Alternative Testing" as per previous instructions. Find the test you want to modify and click on blue "Modify Request" button on the right.

After you make your changes, please provide a reason for the change in the "Additional Notes"