How to Submit an Exam Request

1. Log in to AIM with your GT credentials: [https://bear.accessiblelearning.com/gatech/](https://bear.accessiblelearning.com/gatech/)

2. On the left sidebar and under My Accommodations, select Alternative Testing

3. From the Select Class dropdown menu, select the course

4. Click Schedule Exam

5. Read the Terms and Conditions of Scheduling Exam
6. Select the **Request Type** from the dropdown menu
7. Enter the **Date** and **Time** for your exam
8. Place a check on applicable **Services Requested** and add notes if necessary

![Exam Detail](image)

9. Place a check by each statement under the **Terms and Conditions** to confirm agreement

![Term(s) and Condition(s)](image)

10. Click **Add Exam Request**
How to View Current Exam Requests

Current exam requests are located on the Alternative Testing page, under Upcoming Exam Request(s) for the Current Term.

How to Cancel an Exam Request

Locate the exam request under Upcoming Exam Request(s) for the Current Term, click Cancel Request, and then click Confirm Cancellation.

Please Note: Although the updated status will show as Changes Pending Approval, no additional action will be needed from the student.