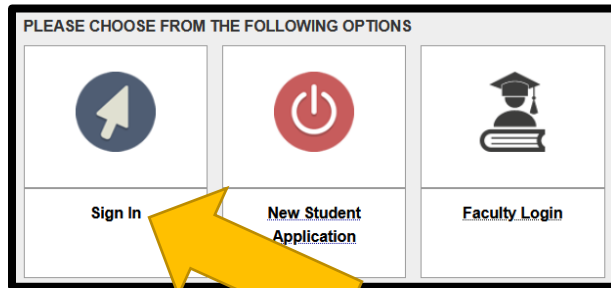
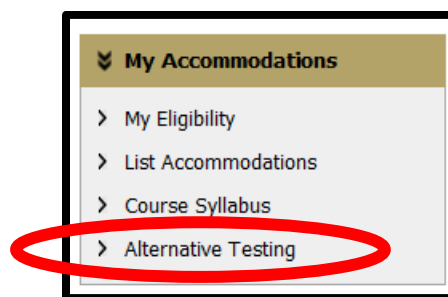


# How to Submit an Exam Request

1. Log in to AIM with your GT credentials: <https://bear.accessiblelearning.com/gatech/>

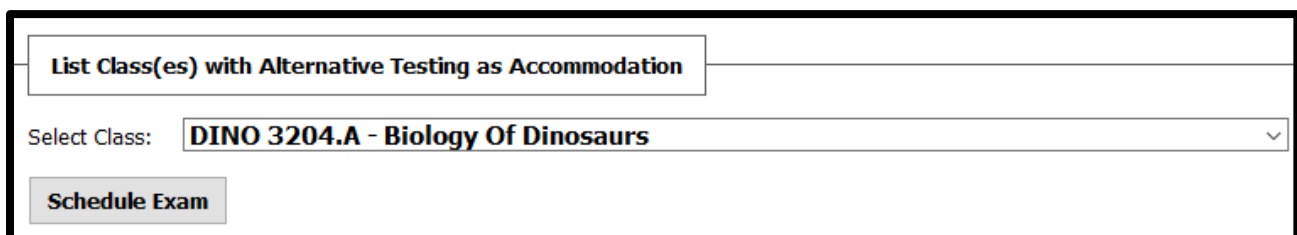


2. On the left sidebar and under **My Accommodations**, select **Alternative Testing**

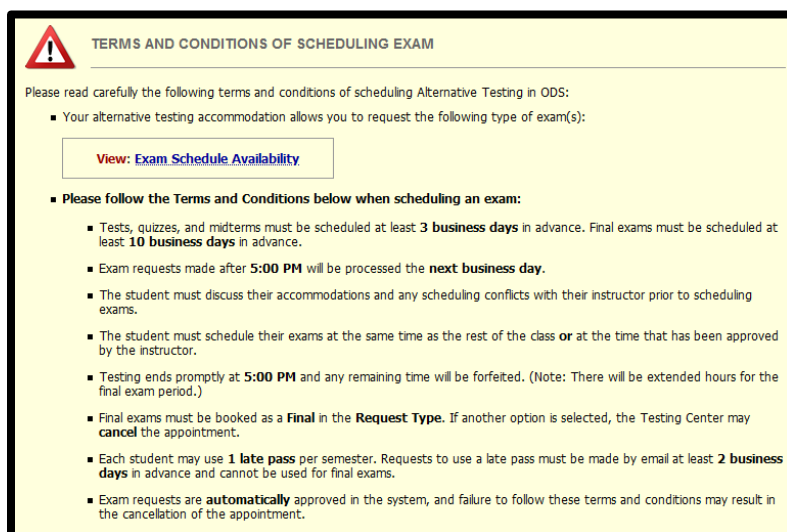


3. From the **Select Class** dropdown menu, select the course

4. Click **Schedule Exam**

A screenshot of a form titled "List Class(es) with Alternative Testing as Accommodation". It includes a "Select Class:" dropdown menu with "DINO 3204.A - Biology Of Dinosaurs" selected. Below the dropdown is a "Schedule Exam" button.

5. Read the **Terms and Conditions of Scheduling Exam**

A screenshot of a page titled "TERMS AND CONDITIONS OF SCHEDULING EXAM". It contains a warning icon and text instructing users to read the terms carefully. A list of conditions follows, including a link to "View: Exam Schedule Availability".

**TERMS AND CONDITIONS OF SCHEDULING EXAM**

Please read carefully the following terms and conditions of scheduling Alternative Testing in ODS:

- Your alternative testing accommodation allows you to request the following type of exam(s):  
[View: Exam Schedule Availability](#)
- Please follow the Terms and Conditions below when scheduling an exam:
  - Tests, quizzes, and midterms must be scheduled at least **3 business days** in advance. Final exams must be scheduled at least **10 business days** in advance.
  - Exam requests made after **5:00 PM** will be processed the **next business day**.
  - The student must discuss their accommodations and any scheduling conflicts with their instructor prior to scheduling exams.
  - The student must schedule their exams at the same time as the rest of the class **or** at the time that has been approved by the instructor.
  - Testing ends promptly at **5:00 PM** and any remaining time will be forfeited. (Note: There will be extended hours for the final exam period.)
  - Final exams must be booked as a **Final** in the **Request Type**. If another option is selected, the Testing Center may **cancel** the appointment.
  - Each student may use **1 late pass** per semester. Requests to use a late pass must be made by email at least **2 business days** in advance and cannot be used for final exams.
  - Exam requests are **automatically** approved in the system, and failure to follow these terms and conditions may result in the cancellation of the appointment.

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

Request Type \*: Test ▼

[View: Exam Schedule Availability](#)

Date \*: 08/21/2020  
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time \*: 9 AM ▼ 00 ▼

**Services Requested (As Applicable) \***

<input checked="" type="checkbox"/> Extended Time 1.50x	<input type="checkbox"/> Paused Test Breaks
<input type="checkbox"/> Quiet Low Distraction Test Area	<input type="checkbox"/> Use of Calculator: Basic, 4-Function

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

Term(s) and Condition(s)

Please indicate that you have read and agreed to the following statement(s):

- I understand it is my responsibility to schedule my tests, quizzes, and midterms at least **3 business days** in advance and to schedule final exams at least **10 business days** in advance.
- I understand it is my responsibility to discuss my accommodations and any scheduling conflicts with my instructor prior to scheduling exams.
- I understand it is my responsibility to schedule exams at the same time as the rest of the class **or** at the time that has been approved by my instructor.
- I understand that testing ends promptly at **5:00 PM** and any remaining time will be forfeited. (Note: There will be extended hours for the final exam period.)
- I understand that final exams need to be booked as a **Final** in the **Request Type**. If another option is selected, the Testing Center may cancel my appointment.
- I understand that normal Testing Center operating hours are **8 AM to 5 PM, Monday to Friday**.
- I understand exam requests are **automatically** approved in the system, and failure to follow these terms and conditions may result in the cancellation of my appointment.

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**.

**UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM**

**DINO 3204.A - Biology Of Dinosaurs** [View Other Exams](#)

**Test - Friday, August 21, 2020 - 09:00 AM** [Cancel Request](#)

Status: **Approved**

Approved Accommodation(s):

- Extended Time 1.50x

Request Entered on Monday, August 10, 2020 at 03:29:48 PM

# 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**.

**UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM**

**DINO 3204.A - Biology Of Dinosaurs** [View Other Exams](#)

**Test - Friday, August 21, 2020 - 09:00 AM** [Cancel Request](#)

Status: **Approved**

Approved Accommodation(s):

- Extended Time 1.50x

Request Entered on Monday, August 10, 2020 at 03:29:48 PM

**Exam to Be Cancelled**

Class: **DINO 3204.A - Biology Of Dinosaurs**

Date: **Friday, August 21, 2020**

Time: **09:00 AM**

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