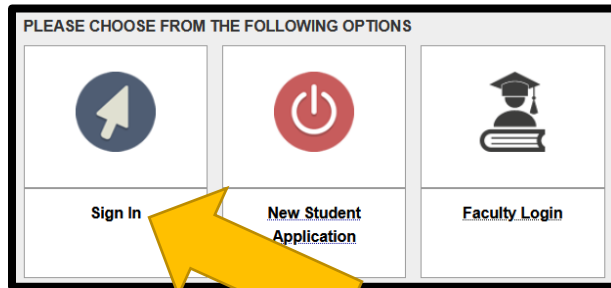
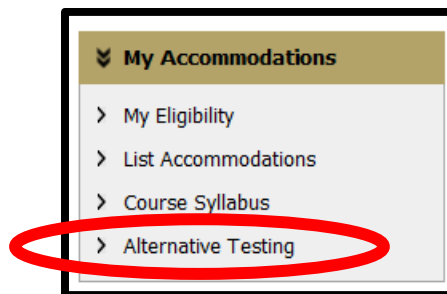


How to Submit an Exam Request

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

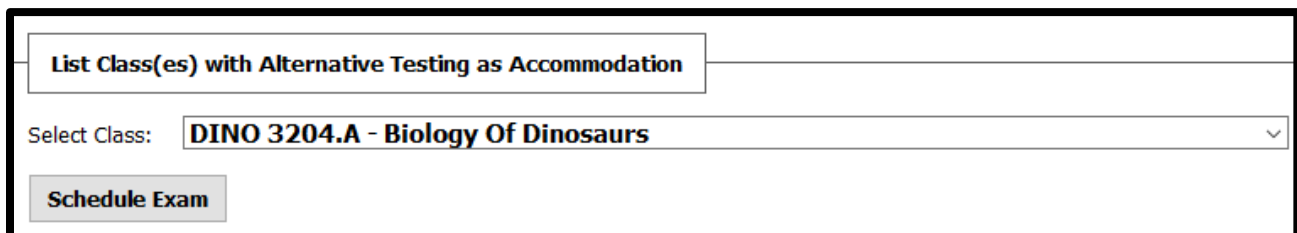


2. On the left sidebar and under **My Accommodations**, select **Alternative Testing**

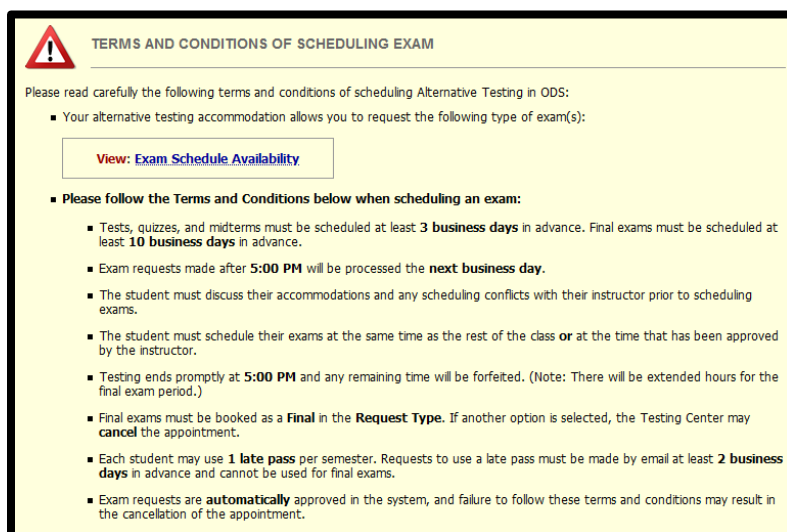


3. From the **Select Class** dropdown menu, select the course

4. Click **Schedule Exam**

A screenshot of a form titled "List Class(es) with Alternative Testing as Accommodation". It has 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 features a warning icon and a list of terms and conditions for scheduling Alternative Testing in ODS. A link "View: Exam Schedule Availability" is highlighted in a box. The terms include: "Your alternative testing accommodation allows you to request the following type of exam(s):", "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.