

# How to Schedule Exams with an Alternative Testing Location

After you have requested your LOAs and communicated with professors, you will need to schedule your exams with Academic Testing Services/Student Disability Services.

## 1. From your AIM Dashboard, click “Alternative Testing” under “Accommodations”

The screenshot displays the AIM Dashboard interface. On the left is a navigation sidebar with a red arrow pointing to the 'Alternative Testing' link under the 'ACCOMMODATIONS' section. The main content area shows the 'Accommodation Requests SPRING 2025' section with a large '4' indicating the number of requests, an 'Add Requests' button, and a list of three requests. A 'YOUR TO DO LIST' section shows 'No Outstanding Items'. At the bottom, there is a 'QUESTION?' section with contact information for Student Disability Services.

**OVERVIEW**

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**ACCOMMODATIONS**

- > List Requests
- > Alternative Testing
- > Notetaking Services

SIGN OUT >

» MY DASHBOARD » OVERVIEW

**Accommodation Requests SPRING 2025**

4

Number of Requests

Add Requests

View Request Detail

**List of Accommodation Requests:**

- PRAC 0001.001 - AIM PRACTICE COURSE 1- SECTION 1 (CRN: XTST1)
- PRAC 0001.002 - AIM PRACTICE COURSE 1- SECTION 2 (CRN: XTST2)
- PRAC 0002.001 - AIM PRACTICE COURSE 2- SECTION 1 (CRN: XTST3)
- PRAC 0002.002 - AIM PRACTICE COURSE 2- SECTION 2 (CRN: XTST4)

**YOUR TO DO LIST**

Please review the following messages.

No Outstanding Items

Last Updated on: 10/24/2024 at 09:41 AM

**QUESTION?**

**Student Disability Services**  
MS 45007  
130 Weeks Hall  
Lubbock, TX 79409-5007  
Phone: 806-742-2405 (Voice)  
Fax: 806-742-4837  
Email: [sds@ttu.edu](mailto:sds@ttu.edu)

# 2. Select Course and click “Schedule an Exam”

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**ACCOMMODATIONS**

- > **List Requests**
- > Alternative Testing
- > Notetaking Services

» MY DASHBOARD » **ALTERNATIVE TESTING**

**OVERVIEW** ALL EXAM REQUESTS

**IMPORTANT MESSAGE**

Students: Make sure that you check your TTU email regularly to verify when and where your exams will take place. ALWAYS CALL IF YOU ARE UNSURE.

**SCHEDULE AN EXAM**

Select Course: **PRAC 0001.001 - AIM PRACTICE COURSE 1- SECTION 1 (CRN**

**SCHEDULE AN EXAM >**

Select One

- ✓ **PRAC 0001.001 - AIM PRACTICE COURSE 1- SECTION 1 (CRN: XTST1)**
- PRAC 0001.002 - AIM PRACTICE COURSE 1- SECTION 2 (CRN: XTST2)
- PRAC 0002.001 - AIM PRACTICE COURSE 2- SECTION 1 (CRN: XTST3)
- PRAC 0002.002 - AIM PRACTICE COURSE 2- SECTION2 (CRN: XTST4)

**UPCOMING EXAMS SCHEDULED**

View	Status	Location	CRN	Subject	Course	Section	Type	Exam Date	Time Range	Late
<a href="#">View</a>	<b>Instructor Approval Required</b>	Academic Testing Center - 214 West Hall - Regular Exams/Midterms	XTST1	PRAC	0001	001	Regular Exam/Midterm	01/09/2025	08:00 AM - 09:25 AM (85)	

### 3. Select the First Exam Date and Needed Accommodations

**SCHEDULE AN EXAM**

HOME » MY DASHBOARD » SCHEDULE AN EXAM

**REQUEST**    UPCOMING EXAMS    ALL EXAM REQUESTS

**PRAC 0002.001**

Select One  
[Scheduled] Regular Exam/Midterm - Monday, February 10, 2025 (10:00 AM)  
Regular Exam/Midterm - Wednesday, February 26, 2025 (10:00 AM)  
Final Exam - Monday, March 10, 2025 (10:00 AM)

**EXAM REQUEST**

Available Exam Dates \*:  
Regular Exam/Midterm - Monday, February 10, 2025

Date \*:  
Hint: Please review: [Exam Scheduling Availability](#).  
02/10/2025

Time \*:  
10 AM 00

Services Requested (As Applicable) \*:  
Hint: You are required to make a minimum of 1 selections.

Ability to Take a Break (Exams)     Extra Time 1.50x  
 Quiet Location (SDS ONLY)     Reader

Total Exam Length:  
(50 Minutes x 1.50x Multiplier) + 10 Minutes = 1 Hr 25 Min

Exam Ends At:  
10:00 AM + 1 Hr 25 Min = 11:25 AM

Additional Note:

Please submit your request at least 1 week in advance.

Plan to arrive at least 5 minutes prior to your test time and bring with you whatever your professor allows you to have along with your photo ID.

Rules for the testing environment:  
-No hats.  
-No coats. Light jackets are allowed.  
-No technology. Phones should be off. Smart watches should be put away.  
-No earbuds. If you need noise cancelling equipment, we have disposable ear buds that you may use.  
-No food or drink other than bottled water.  
-No pencil pouches or bags of any kind in the testing area.  
-All personal items must be left with the proctors on duty.  
-If you show up late, time will not be added to the end of your test. You will lose the time that you missed.  
-You are to follow the guidelines set forth in the Texas Tech Student Code of Conduct. Behaviors that do not follow these guidelines will not be tolerated.

**FORM SUBMISSION**

**ADD EXAM REQUEST**

**Click "Add Exam Request"**

The system will pre-populate the time and date your instructor has specified and will calculate your extended time when selecting that accommodation. Please make sure to select your extra time accommodation so your total exam length is correct.

### 3a. What to do for Scheduling Conflicts

Please consider your class schedule when scheduling exams. If there is a scheduling conflict, please enter the time that you are requesting. Your instructor will be able to approve the change after you add the exam request.

**EXAM REQUEST**

Available Exam Dates \*: **Regular Exam/Midterm - Wednesday, February 26, ↓**

Date \*: **02/26/2025**

Time \*: **10 AM ↓ 00 ↓**

Services Requested (As Applicable) \*: **Hint: You are required to make a minimum of 1 selections.**

Ability to Take a Break (Exams)  Extra Time 1.50x (Exams)

Quiet Location (SDS ONLY)  Reader

Total Exam Length: **(50 Minutes x 1.50x Multiplier) + 10 Minutes = 1 Hr 25 Min**

Exam Ends At: **10:00 AM + 1 Hr 25 Min = 11:25 AM**

Additional Note: **My next class begins at 11:00. My extended time will cause me to be late so I need to start earlier.**

Please enter a note about why you are adjusting the time.

**\*For Evening Exams\***

**EXAM REQUEST** **SUBMISSION ERROR**

Available Exam Dates \*: **Regular Exam/Midterm - Wednesday, January 22, ↓**

Date \*: **01/22/2025**

Time \*: **7 PM ↓ 00 ↓**

Services Requested (As Applicable) \*: **Hint: You are required to make a minimum of 1 selections.**

Ability to Take a Break (Exams)  Extra Time 1.50x (Exams)

Quiet Location (SDS ONLY)  Reader

Total Exam Length: **120 Minutes x 1.50x Multiplier = 3 Hr 0 Min**

Exam Ends At: **07:00 PM + 3 Hr 0 Min = 10:00 PM**

Additional Note: **My next class begins at 11:00. My extended time will cause me to be late so I need to start earlier.**

**ALL Regular Exams/Midterms must end by 9:00pm. You will have to start before your class to accommodate your extra time.**

# 4. Repeat with Remaining Exam Dates for this Course

### SCHEDULE AN EXAM

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#### PRAC 0002.001 - AIM PRACTICE COURSE 2- SECTION 1 (CRN: XTST3)

**UPCOMING EXAMS FOR THIS COURSE**

- **Regular Exam/Midterm on Monday, February 10, 2025**  
Time: 10:00 AM - 11:25 AM (85)

**EXAM REQUEST**

Available Exam Dates \*:  
**Regular Exam/Midterm - Wednesday, February 26, ↓**

Date \*:  
Hint: Please review: [Exam Scheduling Availability](#).

02/26/2025 [calendar icon]

Time \*:  
**10 AM ↓ 00 ↓**

Services Requested (As Applicable) \*:  
Hint: You are required to make a minimum of 1 selections.

Ability to Take a Break (Exams)     Extra Time 1.50x

Quiet Location (SDS ONLY)     Reader

Total Exam Length:  
**50 Minutes**

Exam Ends At:  
**10:00 AM + 50 Minutes = 10:50 AM**

Additional Note:

**Terms and Conditions**

Please submit your request at least 1 week in advance.

Plan to arrive at least 5 minutes prior to your test time and bring with you whatever your professor allows you to have along with your photo ID.

Rules for the testing environment:

- No hats.
- No coats. Light jackets are allowed.
- No technology. Phones should be off. Smart watches should be put away.
- No earbuds. If you need noise cancelling equipment, we have disposable ear buds that you may use.
- No food or drink other than bottled water.
- No pencil pouches or bags of any kind in the testing area.
- All personal items must be left with the proctors on duty.
- If you show up late, time will not be added to the end of your test. You will lose the time that you missed.
- You are to follow the guidelines set forth in the Texas Tech Student Code of Conduct. Behaviors that do not follow these guidelines will not be tolerated.

**FORM SUBMISSION**  
[ADD EXAM REQUEST >](#)

**\*If you do not see the exam date you are trying to schedule, please reach out to your instructor.**

**Exams must be scheduled at LEAST ONE WEEK in advance.**

# 5. Repeat the steps for ALL of your classes that will use an alternate testing location.



## IMPORTANT MESSAGE

Students: Make sure that you check your TTU email regularly to verify when and where your exams will take place. ALWAYS CALL IF YOU ARE UNSURE.

## SCHEDULE AN EXAM

Select Course:

SCHEDULE AN EXAM >

## UPCOMING EXAMS SCHEDULED

View	Status	Location	CRN	Subject	Course	Section	Type	Exam Date	Time Range	Late
<a href="#">View</a>	Instructor Approval Required	Academic Testing Center - 214 West Hall - Regular Exams/Midterms	XTST1	PRAC	0001	001	Regular Exam/Midterm	01/09/2025	08:00 AM - 09:25 AM (85)	
<a href="#">View</a>	Approved	Student Disability Services - 130 Weeks Hall - Evening Testing	XTST3	PRAC	0002	001	Regular Exam/Midterm	01/15/2025	06:00 PM - 09:00 PM (180)	
<a href="#">View</a>	Approved	Academic Testing Center - 214 West Hall - Regular Exams/Midterms	XTST3	PRAC	0002	001	Regular Exam/Midterm	02/10/2025	10:00 AM - 11:25 AM (85)	

**Watch your TTU email and your AIM Alternative Testing Dashboard for scheduling confirmations and location information. Please reach out to your Academic Counselor with any questions.**