# How to Schedule Alternative Testing through AIM

1. Request your Letters of Accommodation through AIM. If you need assistance, there is a separate video on our website under “Student Resources.”
2. Once your accommodations are approved, schedule a meeting with your professor(s) to discuss the accommodations and how they work in that professor’s classroom.
3. The professor has a week to put your accommodations in place after you meet with them. IF YOU DO NOT MEET WITH YOUR PROFESSOR(S) AND DISCUSS YOUR ACCOMMODATIONS, THE PROFESSOR IS NOT OBLIGATED TO GRANT YOU THE ACCOMMODATIONS.
4. During this meeting you will find out whether they prefer to proctor their own exams for students with accommodations or whether they would prefer that you take your exams in an alternate location (i.e.: Academic Testing Services.) If your professor plans to proctor all your exams themselves and provide your accommodations within the department, good news, you don't have to schedule their exams at all with the alternate location. Just be sure to make arrangements with the professor well in advance.
5. If the professor would prefer that you take your exams in an alternate location in order to provide you your testing accommodations, you'll need to log in and schedule an exam at least one week ahead of time. We often proctor 50-80 exams a day, so scheduling your exam a week ahead guarantees that we'll get to your request in time.
6. Your professor will fill out the alternative testing agreement in AIM. This takes the place of the pink sheet.
7. In order to schedule your exams, you will log into AIM by visiting depts.ttu.edu/sds. Click on Request LOAs and Manage Accommodations under “Quick Links”
8. Sign in with your eraider username and password.
9. On the left-hand side under “accommodations”, click “alternative testing”.
10. Under schedule an exam, use the drop-down arrow to select the course that you are scheduling tests for. Click “schedule an exam”.
11. Under “exam requests”, go to “available exam dates” and select the first date.
12. The system will prepopulate the exam type, it's start time and the standard length of the exam without the accommodation of extra time. If you have an accommodation of additional time on exams, the system will automatically calculate the new exam length with your extra time factored in. Then you will select the specific testing accommodations you would like to use for this exam.
13. \*NOTE: In some cases, your extra time accommodation may cause a scheduling conflict to arise. For example, you have a 3:00pm test and your next class begins at 4:00 pm. Your extra time on the exam would cause you to be late to your next class. Please take your class schedule into account when scheduling exams. On the exam request, you may need to adjust the exam time slightly in order receive your full extended exam time without affecting your next class. Schedule it as close to the actual exam time as possible. You must enter a brief note about why you’re requesting to take your exam at a different time from the scheduled start time. Putting in a quick note like this is necessary and greatly speeds up the process of getting your exam request approved.
14. Then you will review the testing guidelines as well as agree to abide by TTU’s Code of Student Conduct and click Add Exam Request.
15. Repeat these steps for additional testing dates. You will be able to see which available date you have and have not scheduled for as previously scheduled dates will now be marked [Scheduled.]
16. Please make sure that you schedule ALL testing dates at this time. The system will not allow you to schedule an exam if it is less than a week before. If you do not see all of your exam dates, please follow up with your professor as they must add the date before it can be requested. If for some reason you are trying to schedule an exam late, you will need to contact ATS to discuss your options.
17. Watch your email for confirmation of testing time and location (ie. ATS or SDS for evening exams).
18. Repeat these steps for other classes, as needed.
19. In the event that a testing date changes, your professor will need to update the alternative testing agreement. You will need to modify your scheduling request to reflect the correct testing date.
20. To do this, under alternative testing, click “view” beside the original test date, make necessary changes, then click “update exam request.” Again, you will receive an email when your change has been approved.
21. Use the menu at the top of the page to view upcoming exams or all exam dates.
22. Contact Student Disability Services (806-742-2405 or [sds.exams@ttu.edu](mailto:sds.exams@ttu.edu)) with questions.