Scheduling Instructions:

To schedule an exam through the DRC Test Accommodations Office, students should complete the following steps:

1. Sign into the [AIM Student Portal](http://aimstudentportal.uga.edu).
3. Select the course from the dropdown menu under Alternative Testing Agreements and select the Schedule an Exam button.
4. Enter the time and date of exam, the alternative testing accommodations you plan to use on the test, and the type of test.
   - Exams should be scheduled at the same date and time as the class. If you need to take the exam on a different day or at a different time, your instructor will need to approve that request and submit their approval in writing to the Testing Office. This approval can be emailed to dstest@uga.edu.
5. Once you have entered in your information, select Add Exam at the bottom of the page
   - You will receive an email confirmation that you have submitted the exam request and it will be listed under the Alternative Testing Contracts page
   - If you do not receive an email confirmation, double check that the exam was submitted and re-enter if needed.
6. Repeat this with the rest of your exams for the semester.