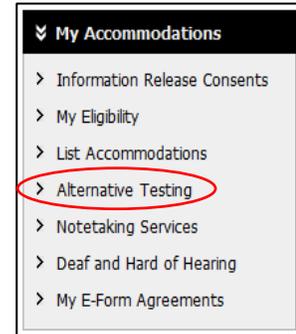


Scheduling Instructions:

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

1. Sign into the [AIM Student Portal](#).
2. Select "Alternative Testing" under **My Accommodations** sidebar.
3. Select the course from the dropdown menu under Alternative Testing Agreements and select the **Schedule an Exam** button.



Alternative Testing Agreement(s)

Below is the list of all alternative testing agreement(s) submitted through the system. If you cancel a alternative testing agreement and you would like to re-activate the contract, please contact our office.

Select Class:

Schedule an Exam

4. Enter the time and date of exam, the alternative testing accommodations you plan to use on the test, and the type of test.
 - o 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.

Days	Time Start	Time End	Date Range	Location
MTWRE	09:15 AM	10:15 AM	06/05/2018 - 07/27/2018	1000 0404D

[View All Upcoming Exam Requests](#)

Exam Detail

Alternative Testing Agreement: **Spring 2018 DRC Testing Agreement**
Type:

Request Type:

[View: Exam Schedule Availability](#)

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

Time:

Services Requested:

1.5x Time and a Half

Additional Note:

5. Once you have entered in your information, select **Add Exam** at the bottom of the page
 - o You will receive an email confirmation that you have submitted the exam request and it will be listed under the Alternative Testing Contracts page
 - o 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.