How to Schedule an Exam

1. Schedule an Exam
   a. If you schedule an exam five (5) days in advance
   b. If you schedule an exam less than five (5) days in advance

2. Approval of the exam

3. What do to if you can’t schedule your exam online

4. What to do the day of the test

5. How to contact the office of Student Disability Services
Log in to your account on AIM. Click on “alternative testing”

Pick a class, then click “schedule an exam”
Click “view alternative testing detail” if you need to make sure when your test is. Exam dates are listed on the top of the page.
Go back to ‘schedule an exam’. Go to ‘exam detail’ at the bottom of the page.

Fill in the request as follows:

If you schedule your exam 5 days in advance, congratulations, you are all set!

IMPORTANT!!!

SCROLL DOWN TO SEE WHAT HAPPENS IF YOU DO NOT SCHEDULE YOUR EXAM 5 DAYS IN ADVANCE
If you schedule your exam with less than 5 days in advance, you will see this screen.

Fill in the request as follows.

This passage is **ESSENTIAL**. If you don’t fill this part, we never see your request!

PLEASE REMEMBER THAT IT IS NOT ADVISABLE TO SCHEDULE YOUR EXAMS WITH LESS THAN 5 DAYS NOTICE. WE MAY NOT HAVE SPACE FOR YOU IN THE OFFICE!
IMPORTANT:

Please, be aware that the SDS staff will have to approve your request. If we notice any inconsistencies between your request and the alternative testing contract, we will contact you to get more information and to reschedule.

If your Professor is fine with you taking the exam at a different time and day, your word is not enough. We will need written approval from your professor. Please tell your Professor to e-mail testing@jhu.edu
What if you can’t schedule your exam online?

1) You CAN’T select the class on AIM: in this case, **the professor didn’t fill in the alternative testing contract.** Call the office and we’ll e-mail the professor again to remind him to fill in the contract.

2) You CAN select the class on AIM: **the professor will proctor his exam.** If that is the case, this is what you will see on your desktop.
THE DAY OF THE EXAM

Please come to Garland 385 a few minutes before your start time.

You will be assigned a location the day of the exam.

HOW TO CONTACT THE OFFICE

For any additional inquiries, please e-mail testing@jhu.edu

In your e-mail, please be as specific as possible: include the following information, if you have them:

- Full name;
- Course Code and Course Title;
- Section (if applicable);
- Professor's name;
- Day of the exam.