Steps for scheduling an exam

Verify that you are approved to schedule an exam

1. Login to the AIM website using your Hopkins Id.

2. On your dashboard look at the yellow box titled ‘Important Messages’. See image below. Message of the type ‘Alternative Testing: You have not scheduled any exam for this class’ (marked in Red box) means you can continue to schedule an exam. Message of the type ‘Alternative Testing: Your instructor has not submitted an alternative testing contract for this class’ (marked in Blue box) means your instructor still needs to submit a contract for Alternative testing. Contact your instructor or SDS in this case.
Schedule an Exam

1. Login to the AIM website using your Hopkins Id.
2. On the left panel in your dashboard, under My Accommodations, click on Alternative testing.

Student Disability Services (SDS)
3400 N. Charles St. 385 Garland Hall
Baltimore, MD 21218
Email: studentdisabilityservices@jhu.edu
Website: http://web.jhu.edu/disabilities
Phone: (410) 516 - 4720
3. In the ‘Select Class’ dropdown, select the course for which you want to schedule an exam. Click on Schedule an Exam button.
4. Scroll down to the ‘Exam Detail’ box and fill in the required details. The date and time requested should be same as that of the entire class unless you have a prior agreement with the Professor to give exam at a different time. Once you have filled in all the required details click on ‘Add Exam Request’ button.

This request will go to the SDS department and your Professor for approval. Once it is approved you will receive a notification via email within 48 hours. You can also go and check your scheduled exams on the Alternative testing page.