How to: Schedule an Exam

Students are responsible for submitting exam requests at least 5 business days before the exam date. Failure to submit an exam request on time can result in rescheduling or testing in class without accommodations.

For steps on how to complete this responsibility, please review the information below:

Step 1. Log into your student portal on AIM. You can visit our webpage here for quicker access.

Step 2. Log in using your network name or VIP ID.

![Image of a webpage showing the Alternative Testing section](image1)

Step 4. At the top of the page, labeled *Alternative Testing Agreement(s)*, select the class you are scheduling an exam for by clicking on the drop-down box next to *Select Class*.

![Image of the Alternative Testing Agreement section](image2)

Step 5. Once the class is selected, click the *Schedule an Exam* button.

![Image of the Schedule an Exam button](image3)
Step 6. Review the **Terms and Conditions of the scheduling exam** section on your screen.

Step 7. Scroll down this page and complete the fields in the **Exam Details** section. Please adhere to the course timetable when selecting the time for the exam.

Step 8. Click the **Add Exam Request** button at the bottom of the **Exam Detail** section.
Step 9. A green check mark will then appear at the top of the page to confirm that you have successfully submitted your exam request. You will also receive a confirmation email from SDRC Test Proctoring Center.

Step 10. Please check your email account regularly for any updates about your exam request. You will receive an email confirmation once your exam request is approved.

**Important:**

If you see the following screen, you are submitting a late exam request. Select a “Reason” from the drop-down box or submit your own. Click the box that says, “I have read and understand the late exam policy above,” and click “Submit Late Exam Request.” You will receive a confirmation email only if you complete this section. **Note:** Please submit your exam requests at least five business days prior. Availability is on a first-come, first-serve.

This concludes the tutorial on uploading an exam. If you have any questions/concerns, please contact our Test Proctoring Center at 803-576-8457 or email the Test Proctor at SDRCTest@sc.edu.