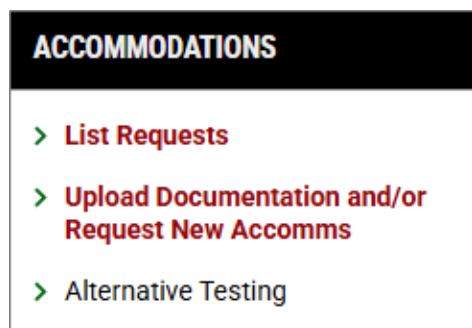


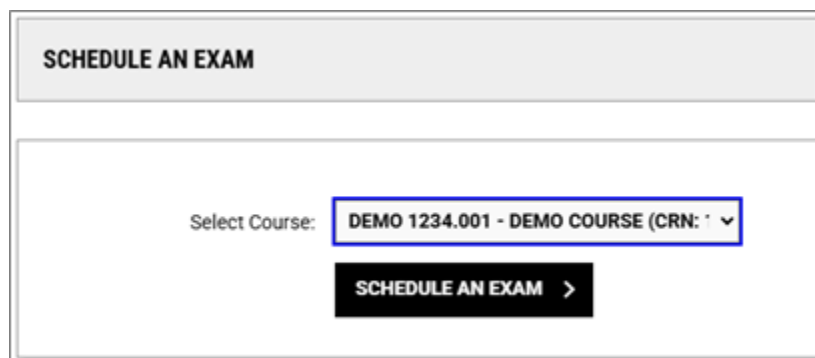
How to Schedule an Exam at the SDRC

The SDRC requires 3 business days (M-F) to schedule an exam and **7 days for final exams**. Requests made after 5pm are considered the next business day. If you miss this deadline, the SDRC may not be able to approve your request. Follow up by emailing SDRC@claremont.edu.

- 1) **Log in to your** AIM Profile
- 2) Select **Alternative Testing** under My Accommodations on the left side.



- 3) Use the **Drop-down** to choose a class and click **Schedule Exam**.



- 4) **Complete the form** and select **Add Exam** at the bottom of the screen.
 - Be sure to select all accommodations required
 - Remember, if your request falls outside the exam window provided by your instructor, you must consult with them before submitting the request.
- 5) The SDRC will process your request, and you will receive a confirmation email.
 - For exams not tied to a regular course (ex: comprehensive exams or exams from a previous term), email SDRC@claremont.edu.

How to Make a Change to an Exam Request

- 1) **Log in to your AIM Profile**
- 2) Scroll to **Upcoming Exams Scheduled** and click **View** next to the request you wish to modify.

UPCOMING EXAMS SCHEDULED	
View	Status
View	Processing
View	Approved

- 3) Make the necessary changes in the **Exam Request** form.
- 4) Click **Update Exam Request** to save your changes.

Canceling Exam Requests

- 1) **Log in to your AIM Profile**
- 2) Scroll to **Upcoming Exams Scheduled** and click **View** next to the request you wish to cancel.

UPCOMING EXAMS SCHEDULED	
View	Status
View	Processing
View	Approved

- 3) Scroll to **Cancel Exam Request**.

CANCEL EXAM REQUEST

If you would like to cancel this exam, please specify cancellation reason below:

Cancellation Reason * :

Select One

CANCEL EXAM REQUEST

4. Select **Cancellation Reason**.
5. Click **Cancel Exam Request** and **Confirm** to save.