

How to Schedule an Exam in AIM

1. [Log in to AIM](#). You will use your A-State email and password.
2. Under "Accommodations" on the left side of the screen, select "Alternative Testing".
3. Select the course you wish to schedule the exam for and click the "Schedule an Exam" button.
4. Complete the form to indicate:
 - The date/time that you wish to take the exam.
 - The accommodations that you will need.
 - Any additional info that A&AS or your instructor may need to know in the additional notes section.
5. Click "Add Exam Request" to submit.

Revision #8

Created 2025-09-12 16:51:11 UTC by Victoria Shann

Updated 2025-12-02 14:43:39 UTC by Victoria Shann