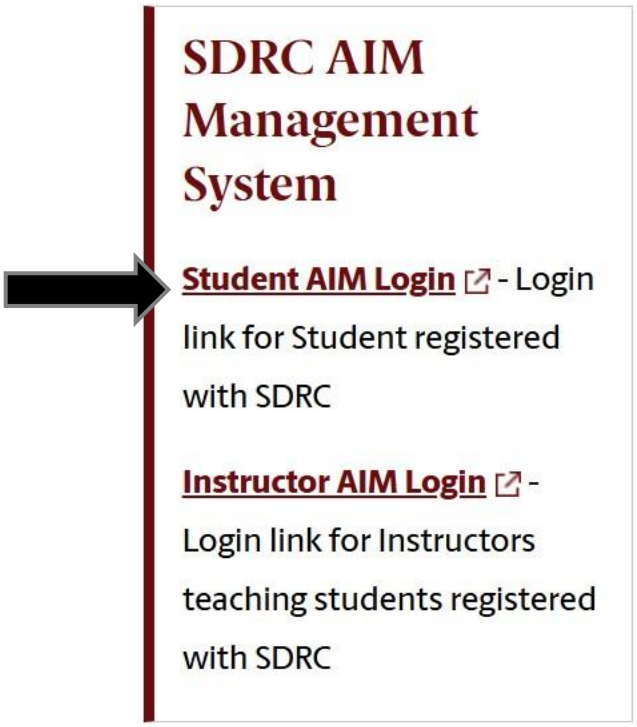
How to: Submit an exam request

Before submitting an exam request, ensure that you have requested accommodations for your course. Students should discuss their testing accommodation with their professors and make proper arrangements. We recommend submitting exam requests at the beginning of the semester. The deadline for requests is at least five (5) business days before the exam date **(business days do not include weekends)**.

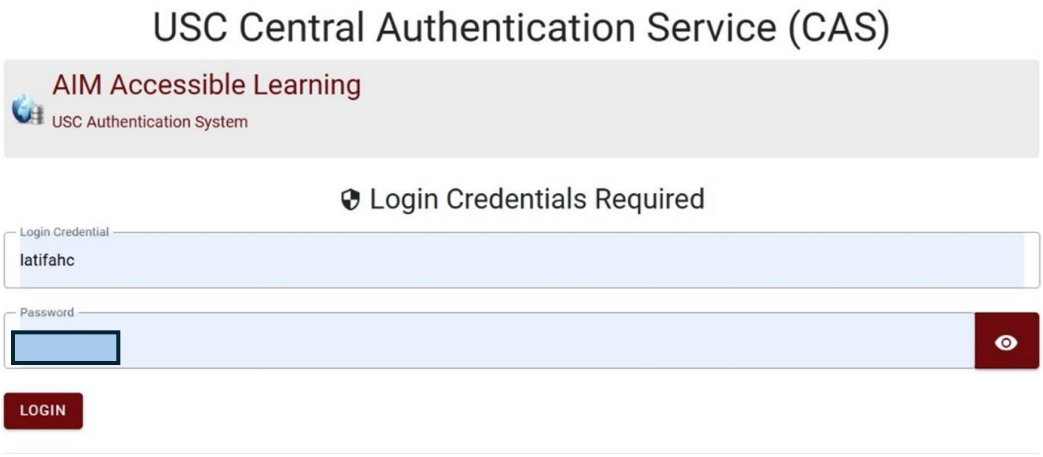
Note: Late requests may be subject to rescheduling or testing in class without accommodations.

For the steps on how to submit an exam request, please review the information below:

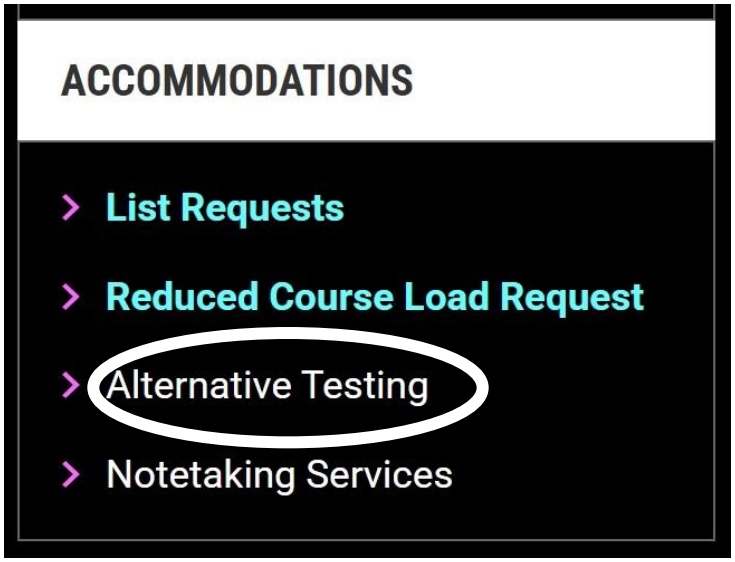
Step 1. Log into your Student AIM portal. You can visit our webpage here for quicker access.



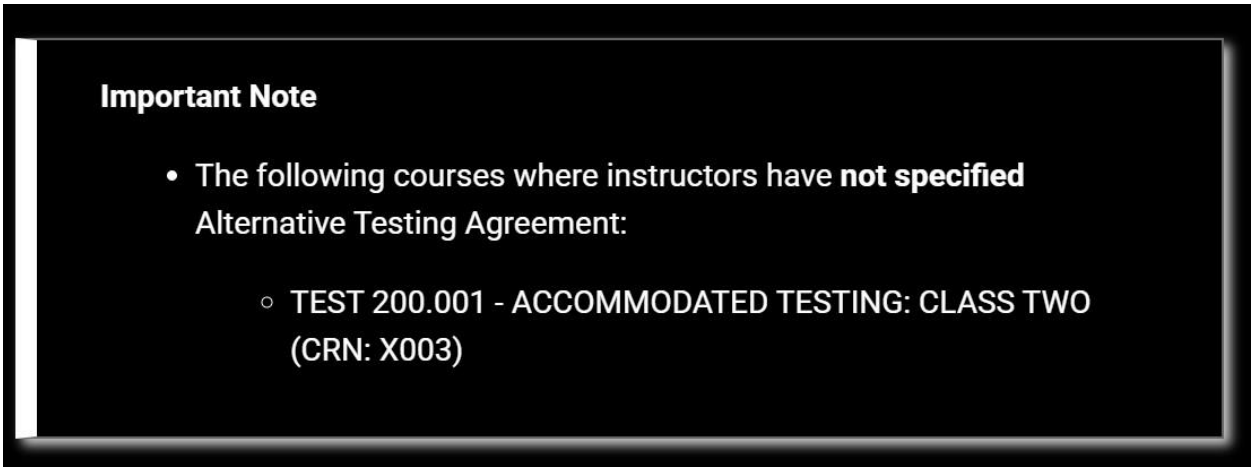
Step 2. Log in using your network name or VIP ID. **Hint:** Use your Blackboard credentials to log in.



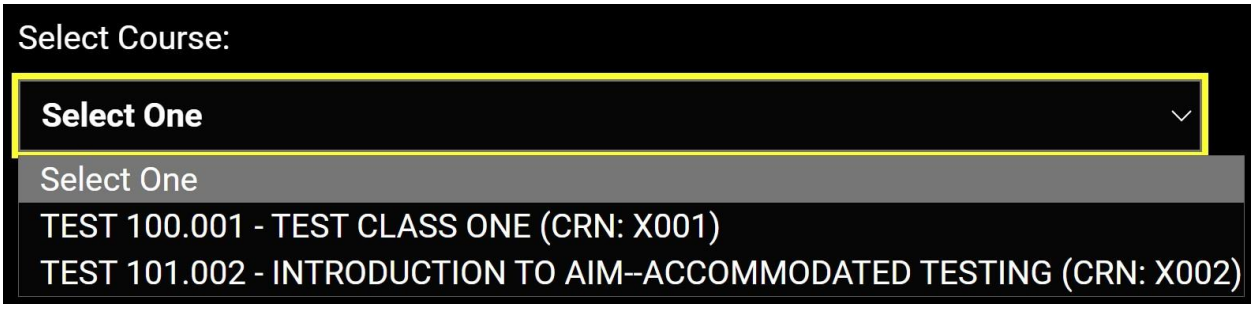
Step 3. On the left-hand side, under **Accommodations**, select **Alternative Testing**.



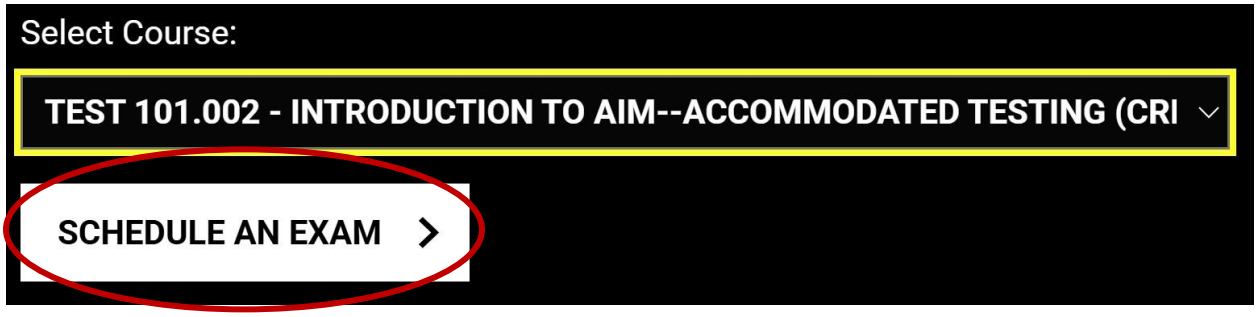
Step 4. Read the **Important Note** at the top of the page. The note shows which course(s) have not completed the Alternative Testing Agreement. In this situation, students should reach out to the professors *and* the SDRC Testing staff.



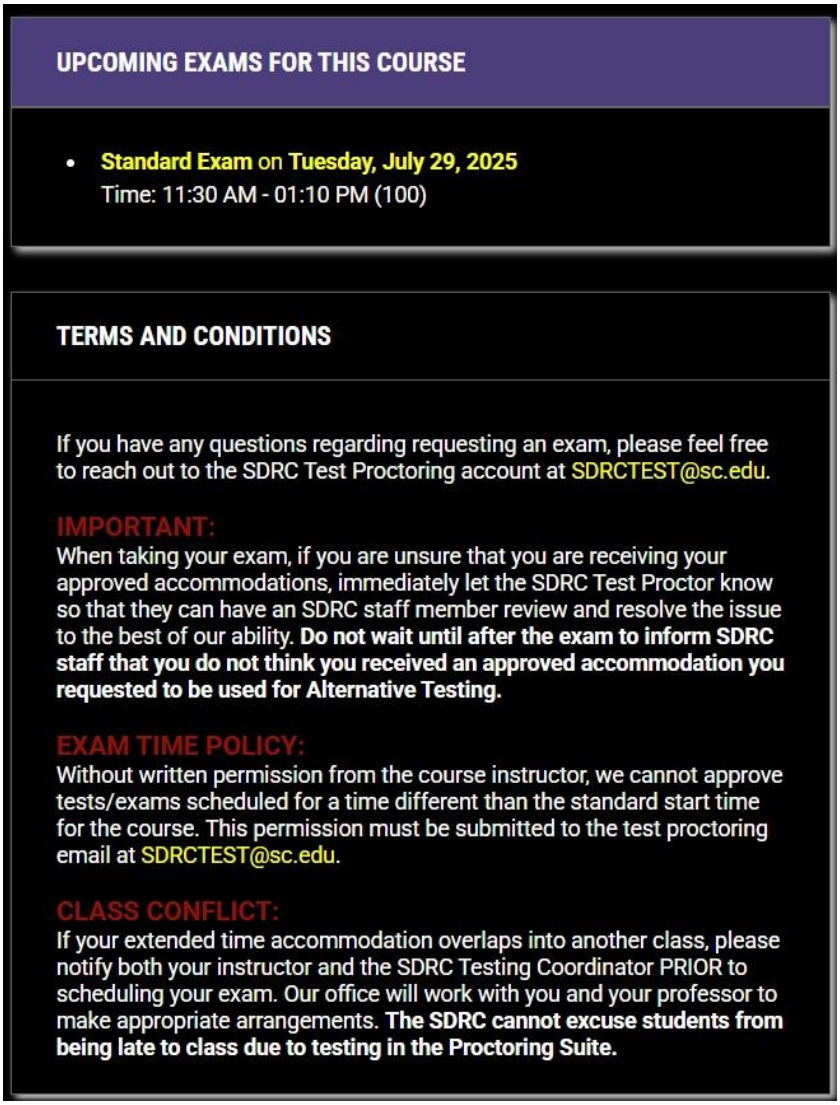
Step 5. Underneath the Note, select the class in the **Select Course** drop-down menu.



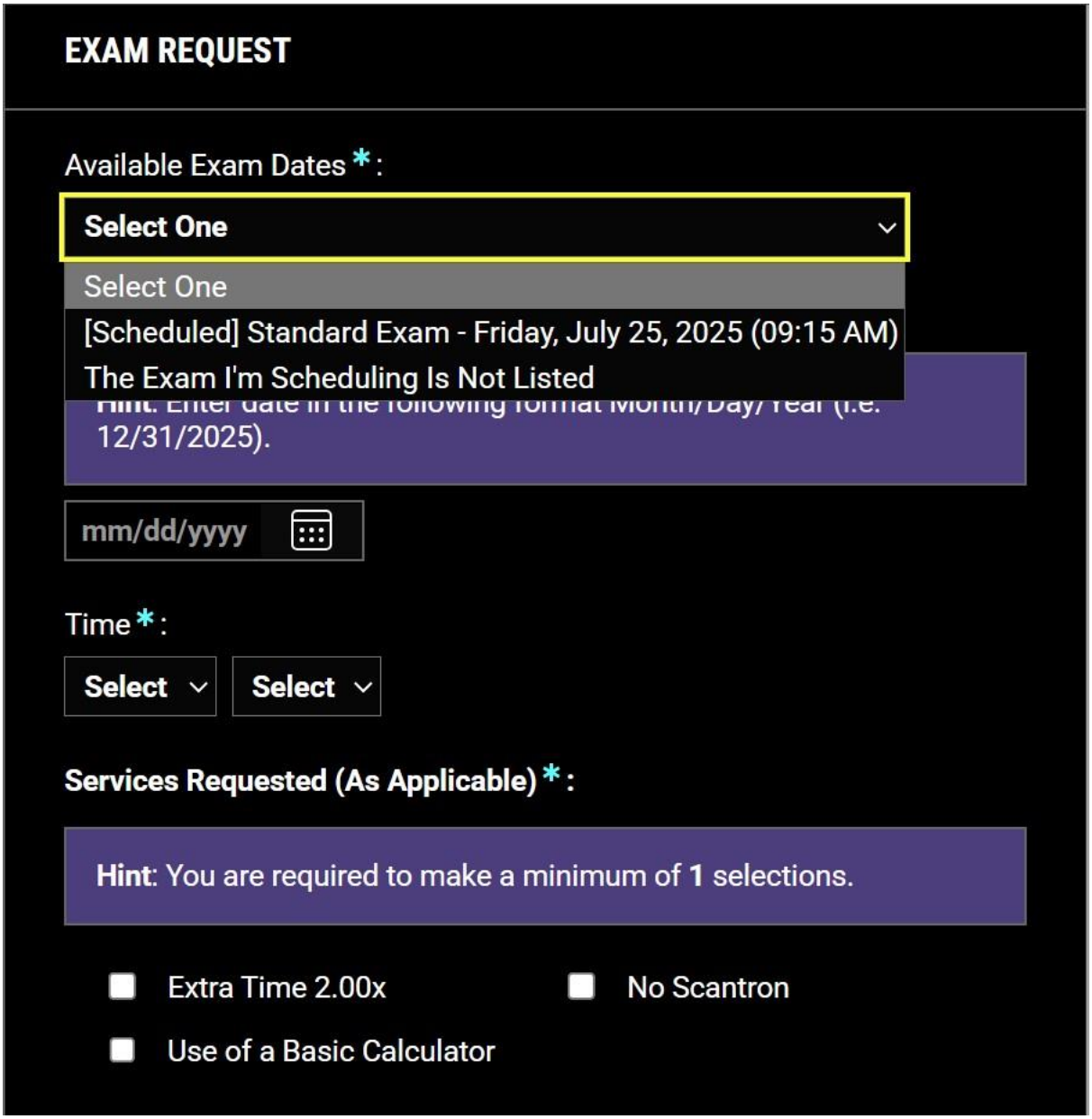
Page 6. Click the ***Schedule an Exam*** button once you make a selection.



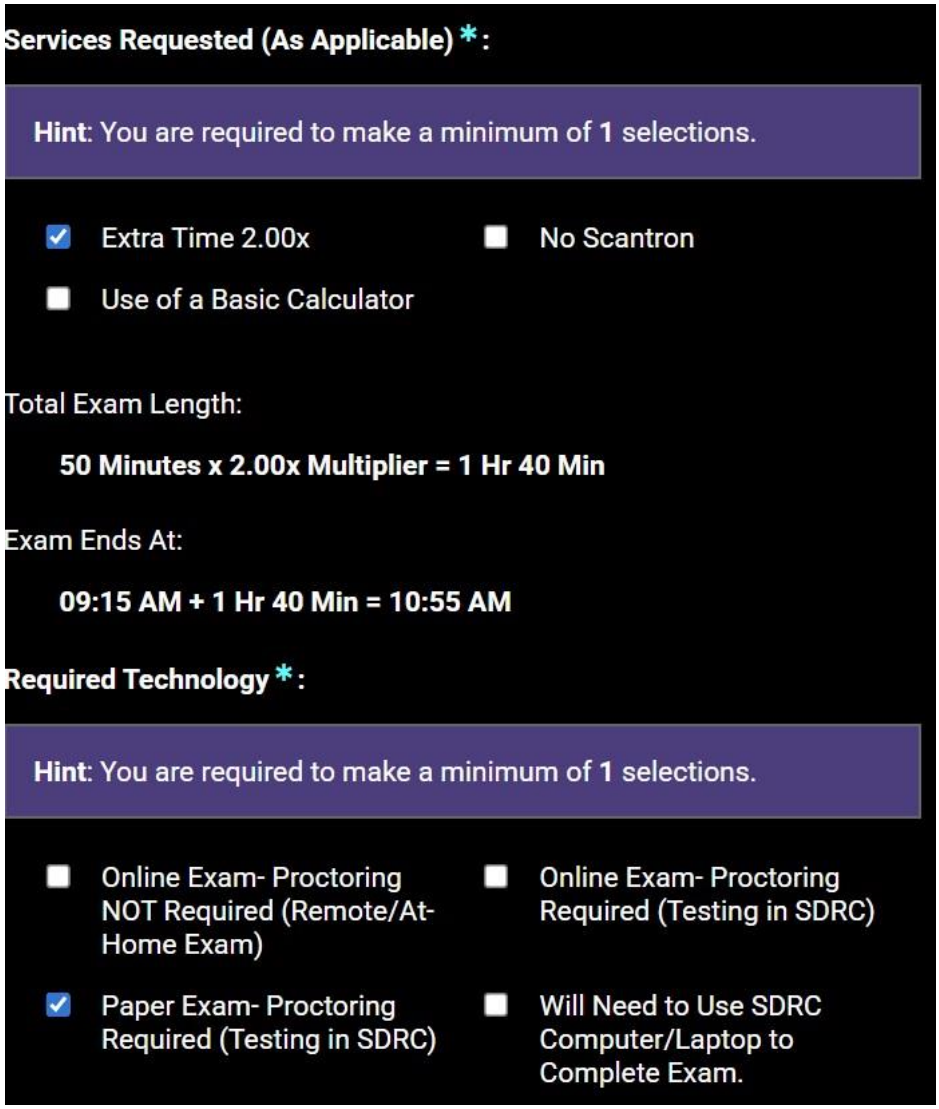
Step 7. Review the Upcoming Exams for This Course section and the Terms and Conditions of scheduling an exam. **Note:** The Terms and Conditions section includes the course's Testing Agreement, which contains the professor's responses to key questions.



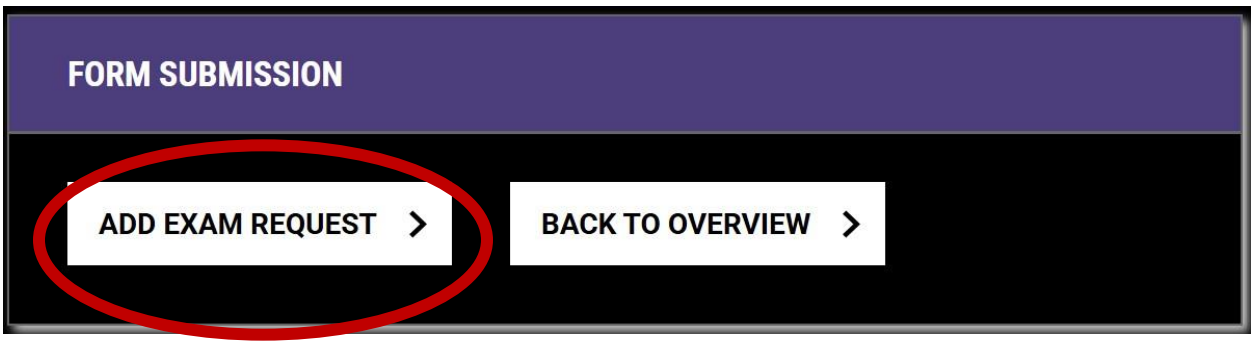
Step 8. Select an exam date from the ***Available Exam Date*** drop-down menu. Be sure to complete the remaining fields in the Exam Request section. **Note:** If your date is not listed, choose “The Exam I’m scheduling is not listed.”



Step 9. Select the accommodations you'll need for the exam, then choose the appropriate option under ***Required Technology***. Remember to select the option that best reflects your exam's modality. For example, **only** request ***Online Exam-Proctoring Not Required*** if your professor confirmed that no proctoring is needed.



Step 10. Click the ***Add Exam*** Request button at the bottom of the page, under the ***Form Submission*** section.

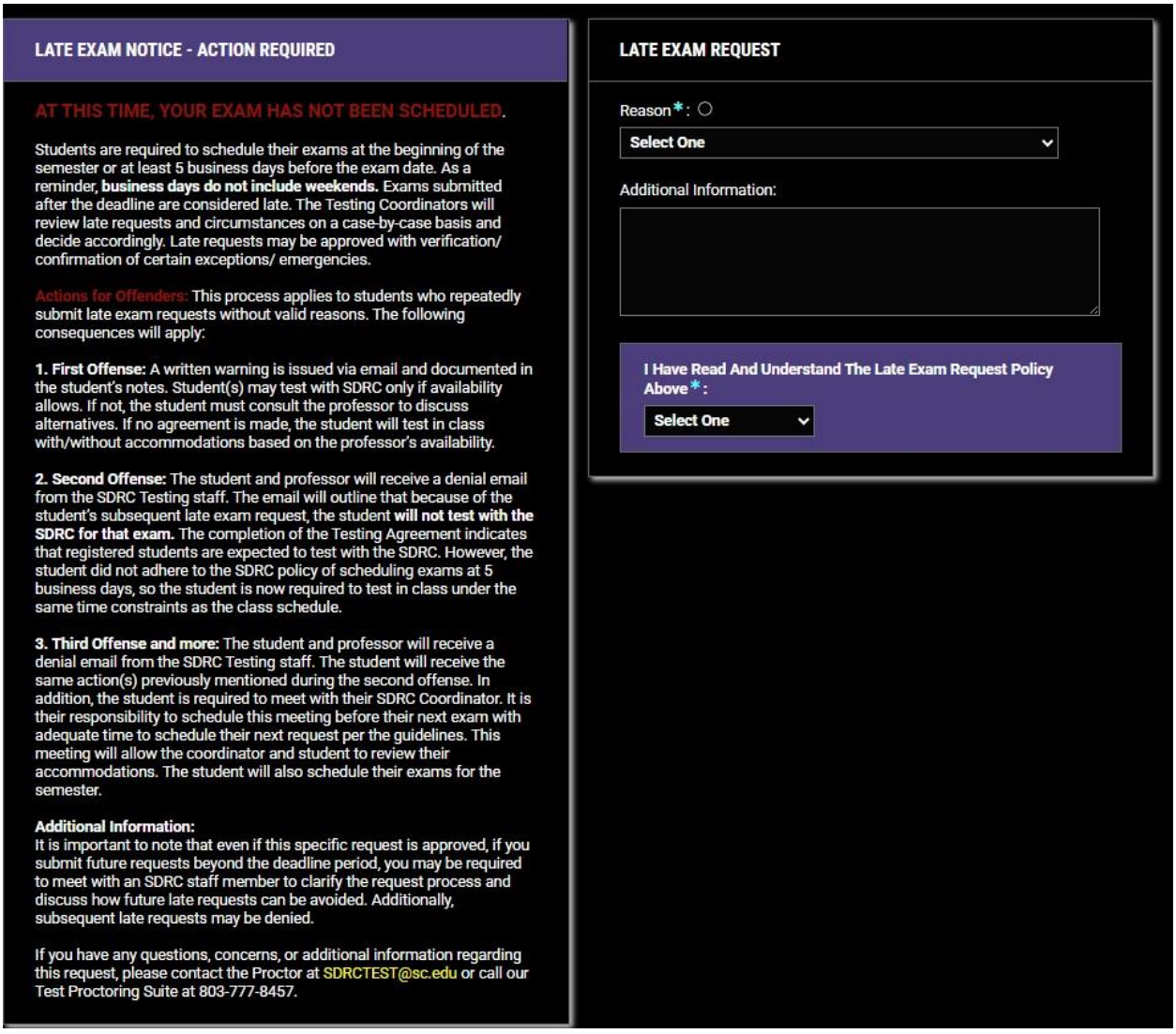


Step 11. A checkmark will appear at the top of the page to confirm that the exam request was submitted. You will receive a confirmation email that details your request's status.

Step 12. Please check your email regularly for updates about your exam request. You will receive an email confirming your request is approved.

Important:

If you see the following screen, you are submitting a late exam request. Read the ***Late Exam Notice,*** then select a ***Reason*** from the drop-down menu or write your own in the available box.



Once you write your reason, select ***Confirm to Proceed*** acknowledging you've read the Late Exam Request Policy.

Then click "Submit Late Exam Request" under Form Submission.

You'll receive a checkmark to confirm you have successfully submitted your late exam request. Please check your email to check the status of your exam request.

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