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 for quicker access [here](#).

Student Disability Resource Center

- Register With Us
- Request Accommodations
- **Alternative Testing**
  - Instructors
  - Students
- Temporary Conditions and Injuries
- Meal Plan Modifications
- For Faculty and Staff
- About Us

Alternative Testing

Some students deal with challenges while taking tests due to a disability or injury. SDRC provides alternative testing services. Find answers that may resolve your questions related to how we help alleviate challenges for students with the alternative testing accommodation and for instructors providing the tests for their students.

Register With Us

This website portion applies to students already registered with SDRC and Instructors teaching these students. If you are not registered, visit our **Register With Us** page to start the process now.

Frequently Asked Questions (FAQs)

Faculty and Staff FAQs and/or **Student FAQs** may provide answers you need now. If more assistance is needed, please contact us

SDRC AIM Management System

Student AIM Login ⬀ - Login link for Student registered with SDRC

Instructor AIM Login ⬀ - Login link for Instructors teaching students registered with SDRC

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

UofSC Central Authentication Service (CAS)

🔒 **Login Credentials Required**

Network Username/VIP ID

Password:

LOGIN

If you receive an ACCESS DENIED message, visit **myaccount.sc.edu** and setup multifactor authentication under the Account Settings field.

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication.

AIM Accessible Learning
UofSC Authentication System

If you have signed up for MFA, please enter one of the following to login:

Network Username - the first portion of your official university email address (@mailbox.sc.edu or @email.sc.edu). Enrolled students, faculty, staff, and affiliates will use this official credential for accessing most university systems.

VIP ID is an eight digit number. Currently faculty, staff, and students can find their VIP ID **here**. Admitted students can find their VIP ID in their acceptance materials.

Blackboard Auxiliary ID - allows access to Blackboard for users who do not have a Network Username or VIP ID but have a legitimate need to access the system.

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

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**.

ALTERNATIVE TESTING

Alternative Testing Agreement(s)

Below is the list of all Alternative Testing Agreement(s) submitted through the system.

If you do not see your course listed, this means that your **Alternative Testing Agreement** HAS NOT BEEN COMPLETED and you are unable to schedule alternative testing at this time.

Please contact our office as soon as possible if your exam date is approaching so that your room can be properly scheduled.

Select Class: | Select One | ⌄

Schedule an Exam

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

Alternative Testing Agreement(s)

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Please contact our office as soon as possible if your exam date is approaching so that your room can be properly scheduled.

Select Class: | COMD 722.001 - Dysphagia (74367) | ⌄

Schedule an Exam
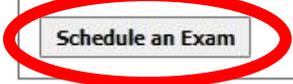
Step 6. Review the ***Terms and Conditions of the scheduling exam*** section on your screen.

> ⚠️ **TERMS AND CONDITIONS OF SCHEDULING EXAM**
>
> Please read carefully the following terms and conditions of scheduling Alternative Testing in SDRC:
>
> - If you have any questions regarding requesting an exam, please feel free to reach out to the SDRC Test Proctoring account at SDRCTEST@sc.edu.
>
> **IMPORTANT:**
> When taking your exam, if you are unsure that you are receiving your approved accommodations, immediately let the SDRC Test Proctor know so that they can have an SDRC staff member review and resolve the issue to the best of our ability. **Do not wait until after the exam to inform SDRC staff that you do not think you received an approved accommodation you requested to be used for Alternative Testing.**
>
> **EXAM TIME POLICY:**
> Without written permission from the course instructor, we cannot approve tests/exams scheduled for a time different than the standard start time for the course. This permission may be submitted to the test proctoring email at SDRCTEST@sc.edu.
>
> **CLASS CONFLICT:**
> If your extended time accommodation overlaps into another class, please notify both your instructor and the SDRC Testing Coordinator PRIOR to scheduling your exam. Our office will work with you and your professor to make appropriate arrangements. **The SDRC cannot excuse students from being late to class due to testing in the Proctoring Suite.**

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.

Exam Detail

Alternative Testing Agreement Type: **Spring 2022 Testing Agreement V1**

Request Type *: Select One ⌄

Date *: [   ] 📅

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time *: Select ⌄   Select ⌄

Services Requested (As Applicable) *

☐ Access to Paper Version of Exam   ☐ Computer for Testing/In-Class Assignments

☐ Exams in Accessible Format & Use of Assistive Technology   ☐ Extra Time 2.00x

☐ Speech-To-Text Software   ☐ Use of a Basic Calculator

Required Technology *

☐ Online Exam- Proctoring NOT Required (Remote/At-Home Exam)   ☐ Online Exam- Proctoring Required (Testing in SDRC)

☐ Paper Exam- Proctoring Required (Testing in SDRC)   ☐ Will Need to Use SDRC Computer/Laptop to Complete Exam.

Additional Note: [   ]

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." 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.