

## 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](#).

<b>Student Disability Resource Center</b>	<b>Alternative Testing</b>
<b>Register With Us</b>	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.
<b>Request Accommodations</b>	
<b>Alternative Testing</b>	
Instructors	
Students	
<b>Temporary Conditions and Injuries</b>	
<b>Meal Plan Modifications</b>	
<b>For Faculty and Staff</b>	
<b>About Us</b>	

<b>Register With Us</b>	<b>SDRC AIM Management System</b>
This website portion applies to students already registered with SDRC and Instructors teaching these students. If you are not registered, visit our <a href="#">Register With Us</a> page to start the process now.	<a href="#">Student AIM Login</a> - Login link for Student registered with SDRC
	<a href="#">Instructor AIM Login</a> - Login link for Instructors teaching students registered with SDRC

<b>Frequently Asked Questions (FAQs)</b>
<a href="#">Faculty and Staff FAQs</a> and/or <a href="#">Student FAQs</a> may provide answers you need now. If more assistance is needed, please contact us.

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](https://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**.

The screenshot displays a user interface with a left-hand navigation menu and a main content area. The navigation menu includes sections for 'SMS (Text Messaging)', 'Home', and 'My Accommodations'. The 'Alternative Testing' option under 'My Accommodations' is circled in red. The main content area features an 'IMPORTANT MESSAGE(S)' section with a warning icon and a 'Your To Do List' containing a task for 'HPEB 555.J56 - Managing Stress'. Below this is a 'PRINTING FACULTY NOTIFICATION LETTER IN PDF' section with a PDF icon, a 'Note' about generation time, an 'Important Note' about faculty notifications, a 'Select Class' dropdown menu, and a 'Generate PDF' button. At the bottom, there is a 'Select Accommodations for Your Class' section with an 'Important Note' about course display times.

**Back to My Profile**

**SMS (Text Messaging)**

Status: **OFF**

**Update Preference**

**Home**

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > Reduced Course Load Request
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > **Alternative Testing**
- > My Documents
- > My E-Form Agreements

**IMPORTANT MESSAGE(S)**

Please read the following message(s) regarding your account:

- **Your To Do List:**
  1. **HPEB 555.J56 - Managing Stress**
    - Alternative Testing: Your instructor has not submitted the Alternative Testing Agreement for this class. Please inform your instructor to complete the Alternative Testing Agreement through Instructor Portal.

**PRINTING FACULTY NOTIFICATION LETTER IN PDF**

**Note:** It may take up to **10 seconds** to generate each PDF file.

**Important Note:** Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.

Select Class: **Select One**

**Select Accommodations for Your Class**

**Important Note**

1. Courses may take **up to 48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Student Disability Resource Center.
2. Your courses might not display below if you are part of the course waiting list.

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:  

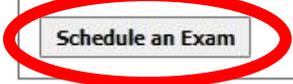
Step 5. Once the class is selected, click the **Schedule an Exam** button.

**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:  

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



#### TERMS AND CONDITIONS OF SCHEDULING EXAM

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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](mailto: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](mailto: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) \***

<input type="checkbox"/> Access to Paper Version of Exam	<input type="checkbox"/> Computer for Testing/In-Class Assignments
<input type="checkbox"/> Exams in Accessible Format & Use of Assistive Technology	<input type="checkbox"/> Extra Time 2.00x
<input type="checkbox"/> Speech-To-Text Software	<input type="checkbox"/> Use of a Basic Calculator

**Required Technology \***

<input type="checkbox"/> Online Exam- Proctoring NOT Required (Remote/At-Home Exam)	<input type="checkbox"/> Online Exam- Proctoring Required (Testing in SDRC)
<input type="checkbox"/> Paper Exam- Proctoring Required (Testing in SDRC)	<input type="checkbox"/> 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.

Additional Note:

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[Add Exam Request](#) [Back to Testing Requests Overview](#)



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.

**LATE EXAM NOTICE - ACTION REQUIRED**

Late requests will be addressed on a case-by-case basis. If a late exam request is not approved you may take the exam in the classroom or contact your course instructor to request alternate arrangements. Alternate arrangements, including requests to take an exam at another date and/or time are at the instructor's discretion.

**Late Exam Request**

Reason: **Select One**

If you select **Other**, please specify the reason of late exam request below.

Additional Information:

Note: Enter **ADDITIONAL INFORMATION** and/or **ADDITIONAL TIMES** you are available (times must be approved by instructor – refer to your alternative testing agreement)

I have read and understand the late exam request policy above.

**Submit Late Exam Request** **Back to Exam Detail or Modify Date**

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](mailto:SDRCTest@sc.edu).