How to Request Exams at ATSD in AIM

Step 1: Complete all steps for generating an accommodation letter. Refer to the handout “Submitting Requests for Accommodation Letters” for details regarding this step.

Step 2: Sign in to AIM. Select “Alternative Testing” on the left-hand menu.

Step 3: Select the course, then click “Schedule an Exam.”

Step 4: Complete the exam details section. Refer to your syllabus for the exam dates. ATSD exam start times remain at 8 a.m., 11 a.m., 2 p.m., and 3 p.m., with 5 p.m. available on Tuesday and Wednesday.
Select the services requested. It is critical to select the accommodations you want to use for your exam. If you do not select an accommodation, ATSD will not provide the accommodation on your exam.

Click “Add Exam Request” and repeat the steps for each exam.

Please contact ATSD at atsd@txstate.edu or 512-245-7856 if you have questions about this process. **NOTE:** Requests can still be submitted without a testing agreement. Please don’t wait to submit a request so that there’s no scheduling issues.