How to schedule an exam in the DSPS Online Portal (AIM)

About your exam accommodations

Please *discuss your testing accommodations with your instructor* after sending your [Faculty Notification Letter](#) to determine whether your accommodations can be met by the instructor in class.

Important: **If instructors are not able to meet your accommodations in class they will be required to complete an Alternative Testing Agreement with details specifying the exam dates and times along with other details.**

Login process

- Visit the [DSPS home page](#) and locate the link to the DSPS Online Portal (AIM) from the dropdown menu to log in.

<div align="center">

AIM Login

</div>

- Select "**Student Sign-In**" and, if prompted, log into your my.cuesta.edu portal.

Note: You may have a form to read and sign before you can proceed.

Navigating in AIM

- Once you're ready to schedule your alternative testing appointment, click on Alternative Testing under My Accommodations on the left sidebar.
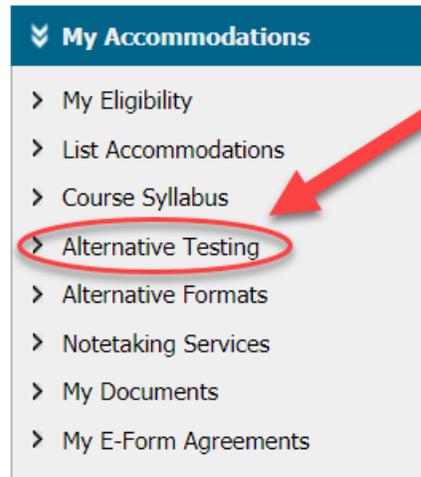
Important: You can enter an exam request before the instructor has completed an Alternative Testing Agreement for your class. However, DSPS will not be able to proctor your exam until an agreement is entered by your instructor. Please inform DSPS if you will be making a proctoring request outside of the dates specified by your instructor.
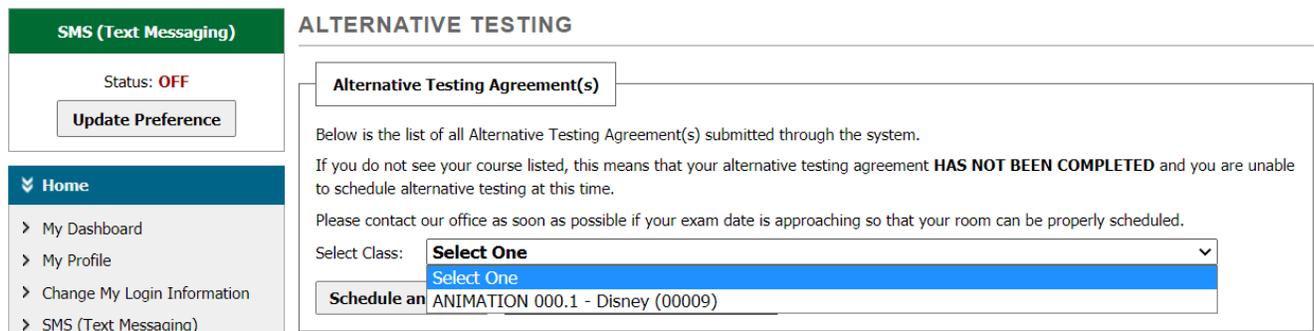
- Select the class that you want to schedule testing for and click Schedule an Exam.
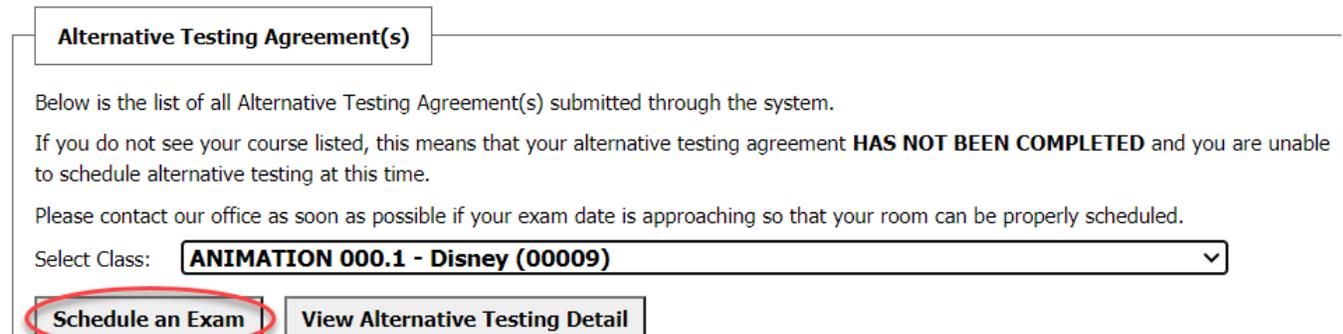
Exam details

Reminder: **You must meet with your instructor to discuss any DSPS exam request and to schedule test dates and times. DSPS will not be able to approve exam requests that do not coincide with the scheduled class time frame unless specifically indicated by the instructor.**

- When an Alternative Testing Agreement has been submitted by your instructor, you can proceed with scheduling your exam by choosing the date and type of exam from the dropdown, then select the Campus

Location where you will be taking the exam. Specify the Start Time of your exam and check the boxes for the services you are requesting for this exam. Confirm the Terms and Conditions and click the Add Exam Request button.

CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
WF	08:00 AM	09:00 AM	08/16/2021 - 09/29/2021	Not Specified

Exam Detail

Alternative Testing Agreement Type: **Spring 2022**

Exam Dates *: [Select One ▼]

Campus Location *: [Select One ▼]

Note: Select location where you would like to take your exam.

Time *: [Select ▼] [Select ▼]

Services Requested (As Applicable) *

☐ DSPS Private Testing Room   ☐ Extended Time 2.00x

☐ Text to speech

[Add Exam Request]   [Back to Testing Requests Overview]