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 <u>Faculty Notification Letter</u> 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 <u>DSPS home page</u> and locate the link to the DSPS Online Portal (AIM) from the dropdown menu to log in.



• 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.

REQUIRED FORMS

Action Required: System finds the following form(s) for you to read and sign before you can proceed accessing your dashboard. Please click the following link to review and to sign your required form(s)

> Alternative Testing Policy

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.

SMS (Text Messaging)	ALTERNATIVE TESTING				
Status: OFF	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					
¥ Home	to schedule alternative testing at this time.				
> My Dashboard	Please contact our office as soon as possible if your exam date is approaching so that your room can be properly scheduled.				
> My Profile	Select Class: Select One				
	Select One				
Change My Login Information	Schedule an ANIMATION 000.1 - Disney (00009)				
SMS (Text Messaging)					

• Select the class that you want to schedule testing for and click Schedule an Exam.

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: ANIMATION 000.1 - Disney (00009)				
Schedule an Exam View Alternative Testing Detail				

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 Test	- ting Agreement Type:	Spring 2022					
Exam Dates:		Select One					
Campus Location:		Select One					
	Time _:	Note: Select location where you would like to take your exam. 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							