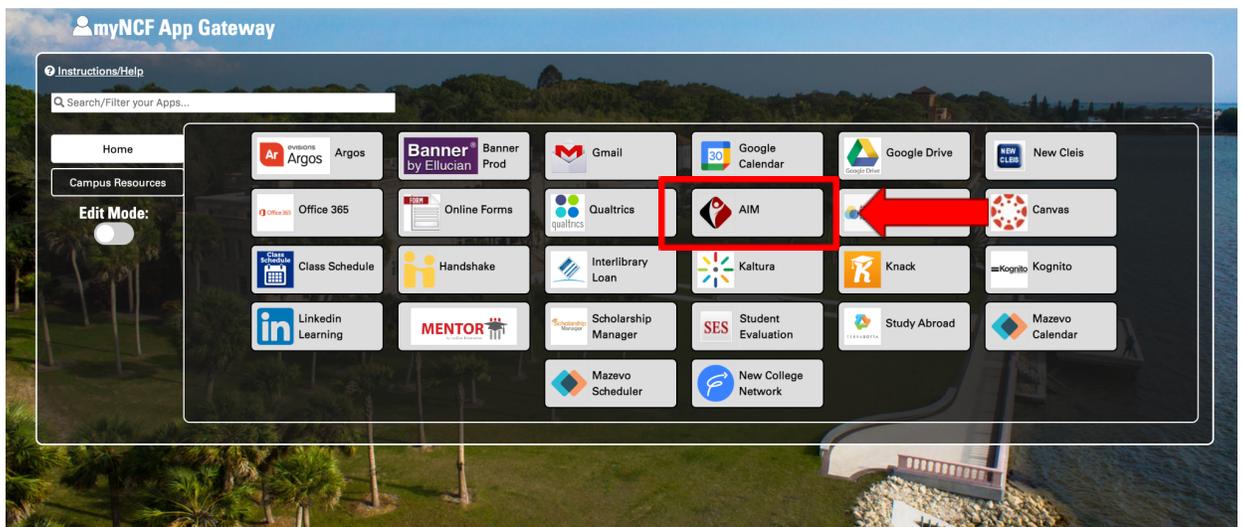


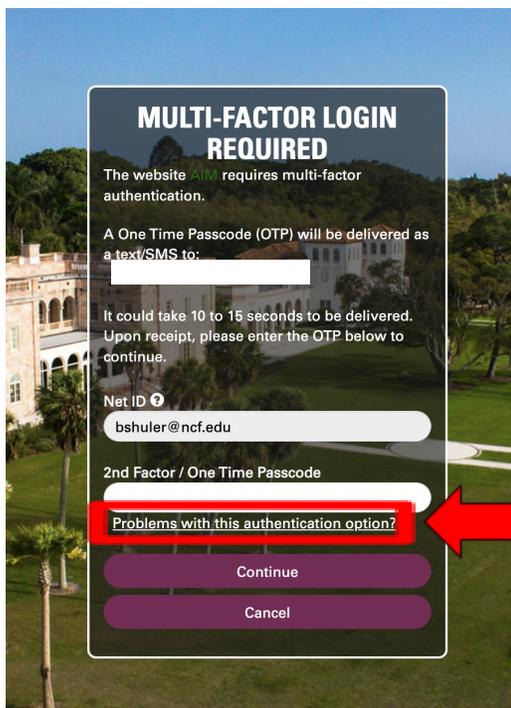
Scheduling Alternative Testing within AIM

This document details the steps necessary for submitting an exam request in the AIM software to schedule a testing appointment in the testing center.

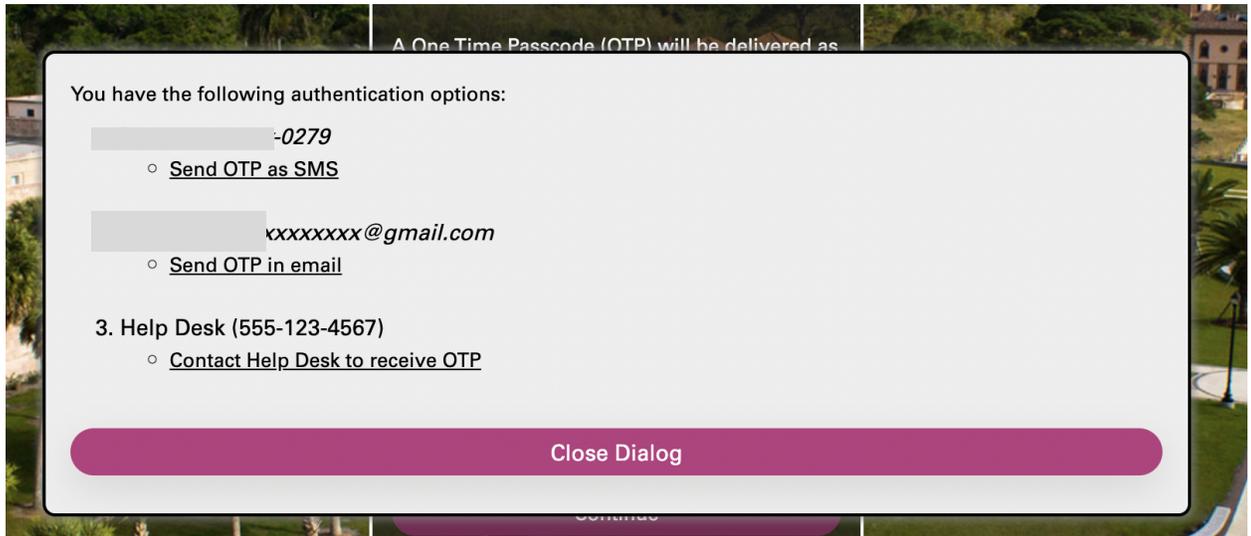
- Begin by logging into the AIM portal by selecting the tile on the myNCF portal



- To obtain the One Time Passcode (OTP) required to log in, select the “Problems with this authentication option?” option at the bottom



- Select which option you would like to use to obtain the OTP and input the pin into the 2nd factor/One Time Passcode box



- Scroll down to “Alternative Testing” in the **My Accommodations** section, and click on the subsection.



- Select the class you are scheduling an exam for from the drop-down menu and then click “Schedule an Exam”. You can also view your completed Alternative Testing Agreement here by clicking “View Alternative Testing Agreement”

Alternative Testing

ALTERNATIVE TESTING

Alternative Testing Agreement(s)

Below is the list of all Alternative Testing Agreement(s) submitted through the system. **You can still request exams even if there is no Alternative Testing Agreement specified.**

Select Class: Select One

Schedule an Exam View Alternative Testing Agreement

ALTERNATIVE TESTING

Alternative Testing Agreement(s)

Below is the list of all Alternative Testing Agreement(s) submitted through the system. **You can still request exams even if there is no Alternative Testing Agreement specified.**

Select Class: TEST 100.001 - Test Class 1 (X123)

Schedule an Exam View Alternative Testing Agreement

- Fill out the required details to request an appointment including “Request Type”, “Date” of the exam, “Time” of the exam, “Services Requested (As Applicable)”, and any additional notes you want the test proctor to know

CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
MWF	09:00 AM	10:00 AM	06/01/2022 - 06/30/2023	A 100

Exam Detail

Alternative Testing Agreement Type: **Sample**

Request Type **: Select One

View: Exam Schedule Availability

Date **:

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

Time **: Select Select

Services Requested (As Applicable) *

Computer - Essay/Short Answers (Testing) Minimum Distraction Environment (In Person Testing)

Additional Note:

- Agree to the Terms and Conditions and submit your exam request by clicking “Add Exam Request”

Term(s) and Condition(s)

Please indicate that you have read and agreed to the following statement(s):

- I will not cheat
- I will not lie
- I will inform you 48 hours in advance if I can not make this exam
- honor code



Add Exam Request

Back to Testing Requests Overview