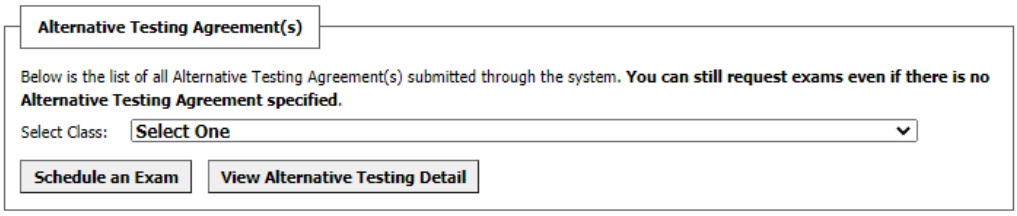
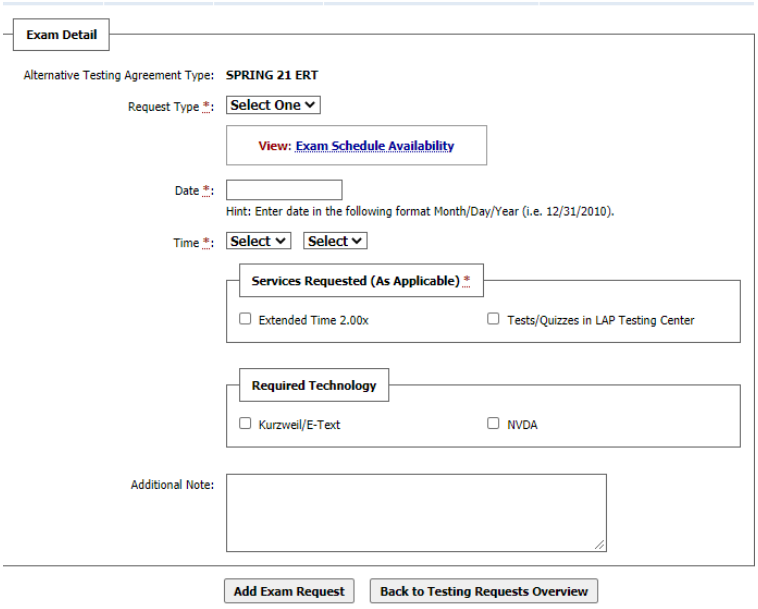
How do I request a testing appointment?

1. Go to the LAP homepage. https://www.hancockcollege.edu/lap/index.php
2. Click on “Online Services (AIM)”
3. Click “Sign into AIM”
4. Under “My Accommodations”, click on “Alternative Testing”

5. In the pull down menu, select your class, and click Schedule an Exam.



6. In the next window, enter details about the type of test (quiz, test, midterm, final) and date/time/services. Be sure to add any details the LAP staff may need to know, such as Zoom proctoring, or testing at a different time than class.



7. Click “Add Exam Request” and the LAP testing staff will receive notification of your request.

NOTE: If you are eligible to use “Alternative Testing Time”, please make a note of when you wish to begin your assessment. Be sure to communicate with the testing center at the start of each term regarding this accommodations.