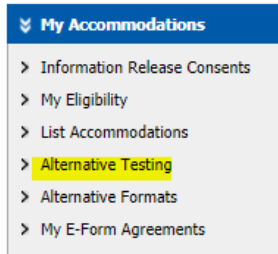
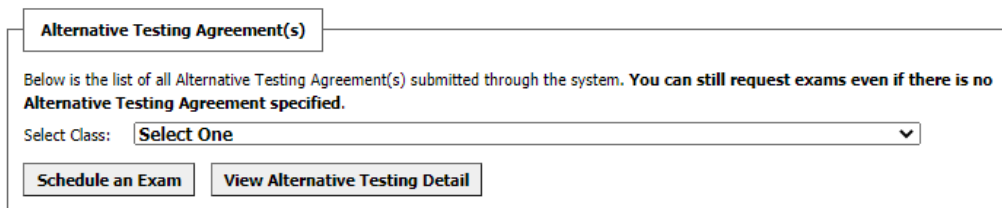


How do I request a testing appointment?

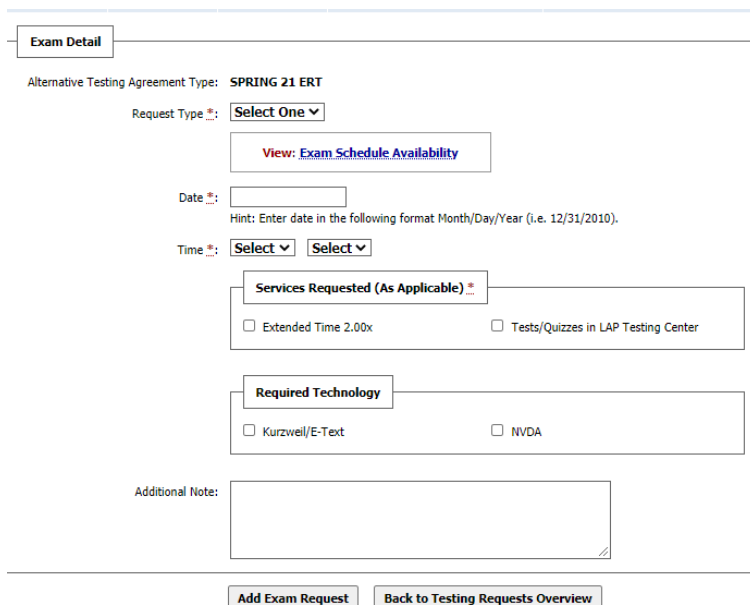
1. Go to the LAP homepage. <https://www.hancockcollege.edu/lap/index.php>
2. Click on "Online Services (AIM)"
3. Click "Sign into AIM"
4. Under "My Accommodations", click on "Alternative Testing"



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

A screenshot of a web page titled "Alternative Testing Agreement(s)". Below the title, there is a text block: "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." Below this text is a dropdown menu labeled "Select Class:" with "Select One" selected. At the bottom of the page are two buttons: "Schedule an Exam" and "View Alternative Testing Detail".

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.

A screenshot of a web form titled "Exam Detail". The form contains several fields: "Alternative Testing Agreement Type:" with the value "SPRING 21 ERT"; "Request Type:" with a dropdown menu set to "Select One"; a "View: Exam Schedule Availability" button; "Date:" with an empty text box and a hint "Enter date in the following format Month/Day/Year (i.e. 12/31/2010)."; "Time:" with two dropdown menus set to "Select"; "Services Requested (As Applicable):" with two checkboxes: "Extended Time 2.00x" and "Tests/Quizzes in LAP Testing Center"; "Required Technology:" with two checkboxes: "Kurzweil/E-Text" and "NVDA"; and "Additional Note:" with a large text area. At the bottom of the form are two buttons: "Add Exam Request" and "Back to Testing Requests Overview".

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.