

**Scheduling Exams through AEC Connect\***

1. Log in to AEC Connect with your duck ID and password.
2. Under My Accommodations on the left side of the screen, select Alternative Testing.
3. Under Testing Agreements, click the drop down menu next to Select Class.
	* If your class is not listed, your instructor hasn’t submitted a testing agreement yet. Remind your instructor to complete the testing agreement and contact AEC.
4. Select the appropriate class and click View Alternative Testing Detail to review the testing agreement.
5. After you’ve reviewed the testing agreement, click the button at the top of the screen titled Schedule an Exam.
6. Under Exam Detail, select the type of exam.
7. Enter the date and time of your exam.
	* You should schedule your exam for the same date and time that your class is taking it. However, if that’s not possible due to class conflicts or AEC hours of operation, refer to your instructor’s response to the first question of the testing agreement.
8. Under Services Requested, select the accommodations you would like to use for this exam.
9. Click Add Exam Request.
10. Your screen should read “System Update is Successful”.
11. To double check that your exam request was submitted successfully, click Alternative Testing again. Your exam request should be listed under Upcoming Exam Request(s) for the Current Term.

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| **Exam Request Deadlines** |
| Exams during **weeks 1-10**  | 7 days before exam date |
| Exams during **finals week** | Friday of week 8 |

*\*Before scheduling exams, you must request accommodations through AEC Connect.*