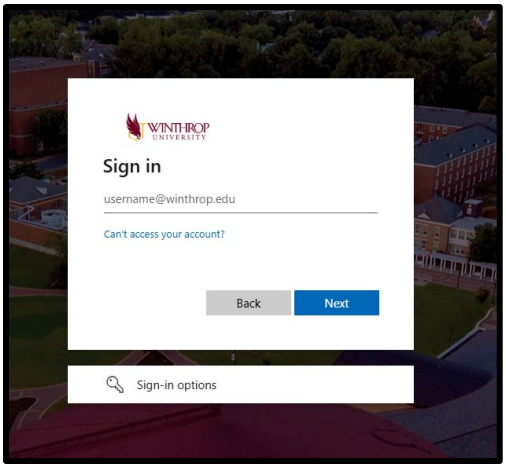
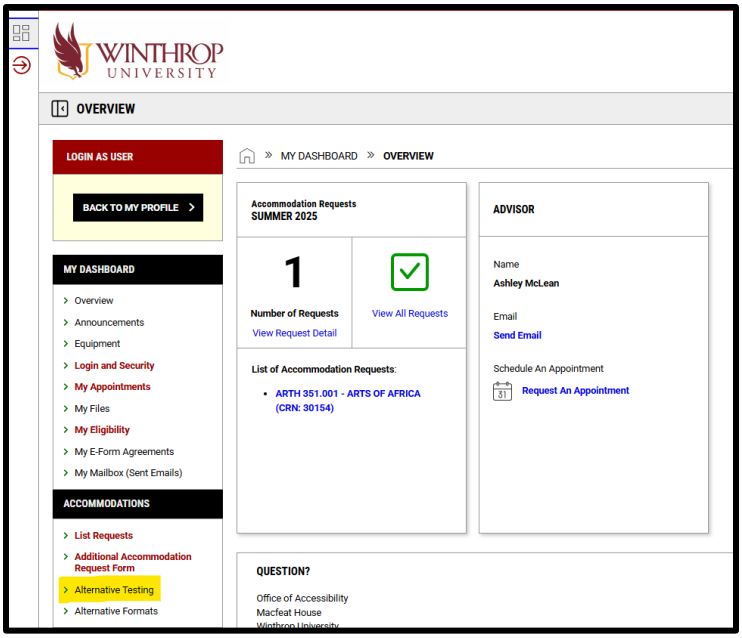
Modifying/Canceling Testing Appointments with the OA Test Center

Students must use AIM to schedule all exams they intend to take in the OA Test Center. Drop-in testing is not permitted. Students are expected to take exams on the same date and time as the class unless a valid academic conflict exists. This guide will assist students in modifying or canceling appointments they have already submitted through AIM.

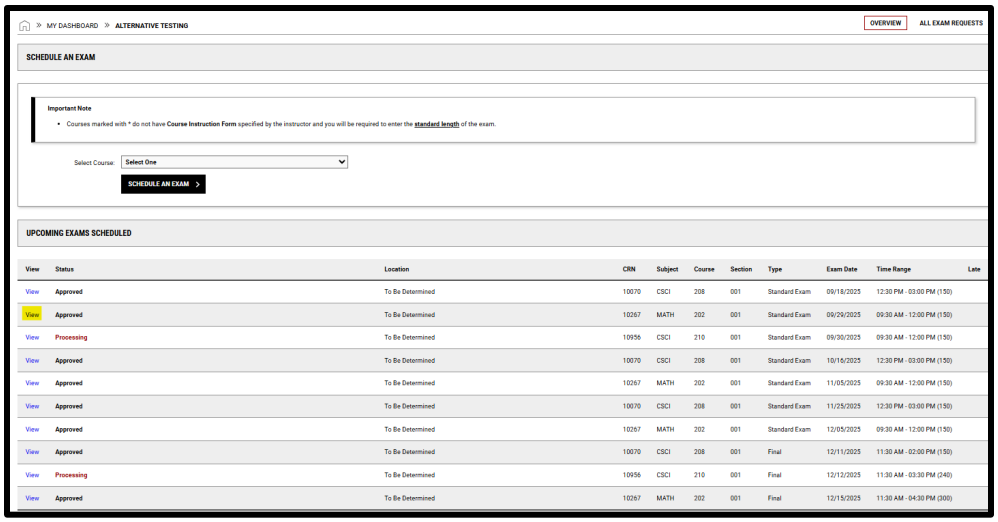
1. Go to the Student AIM Portal. Enter the same credentials used for your Winthrop email and Wingspan account.



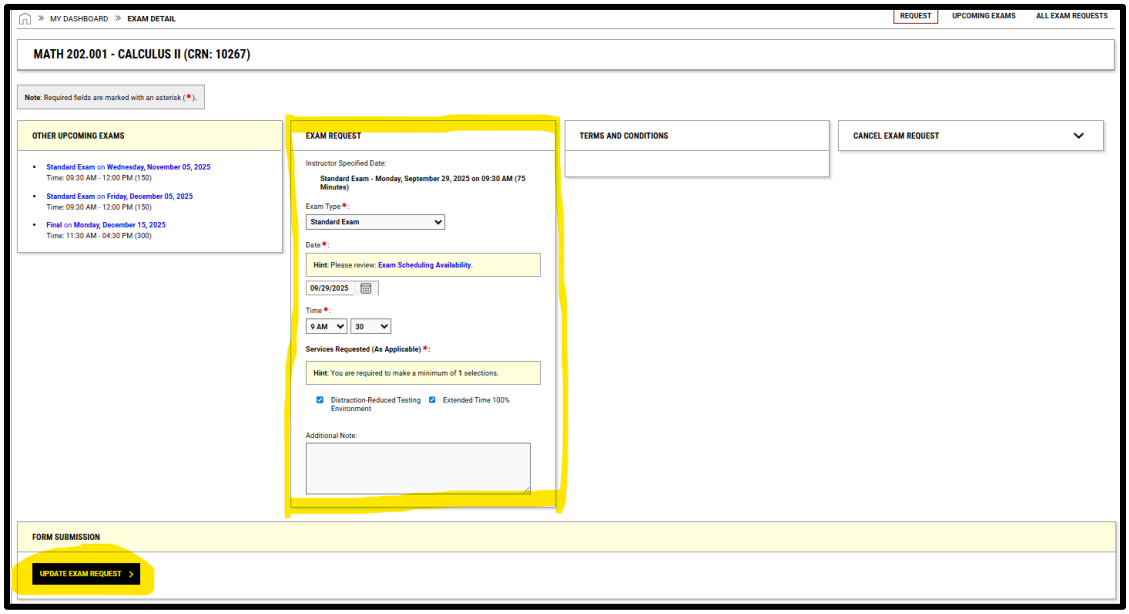
2. Click on **"Alternative Testing"** found under the "Accommodations" tab in the left side menu.



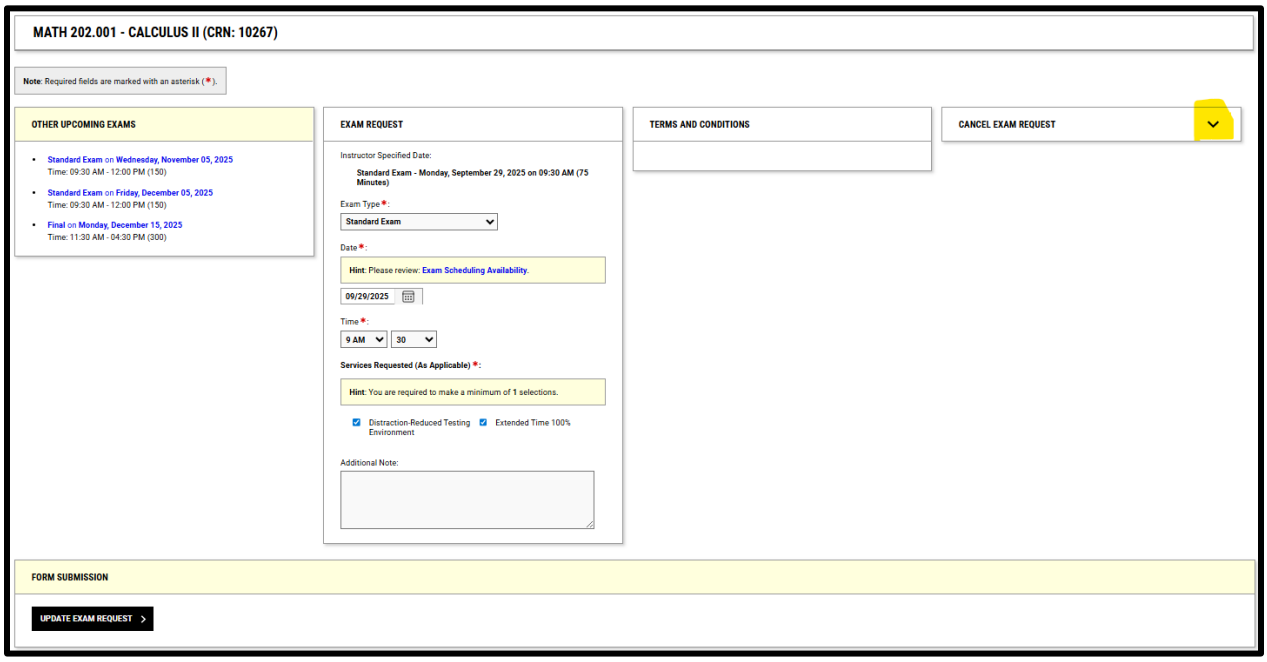
3. Scroll down to “Upcoming Exams Scheduled” and click **“View”** next to the appointment you would like to modify or cancel.



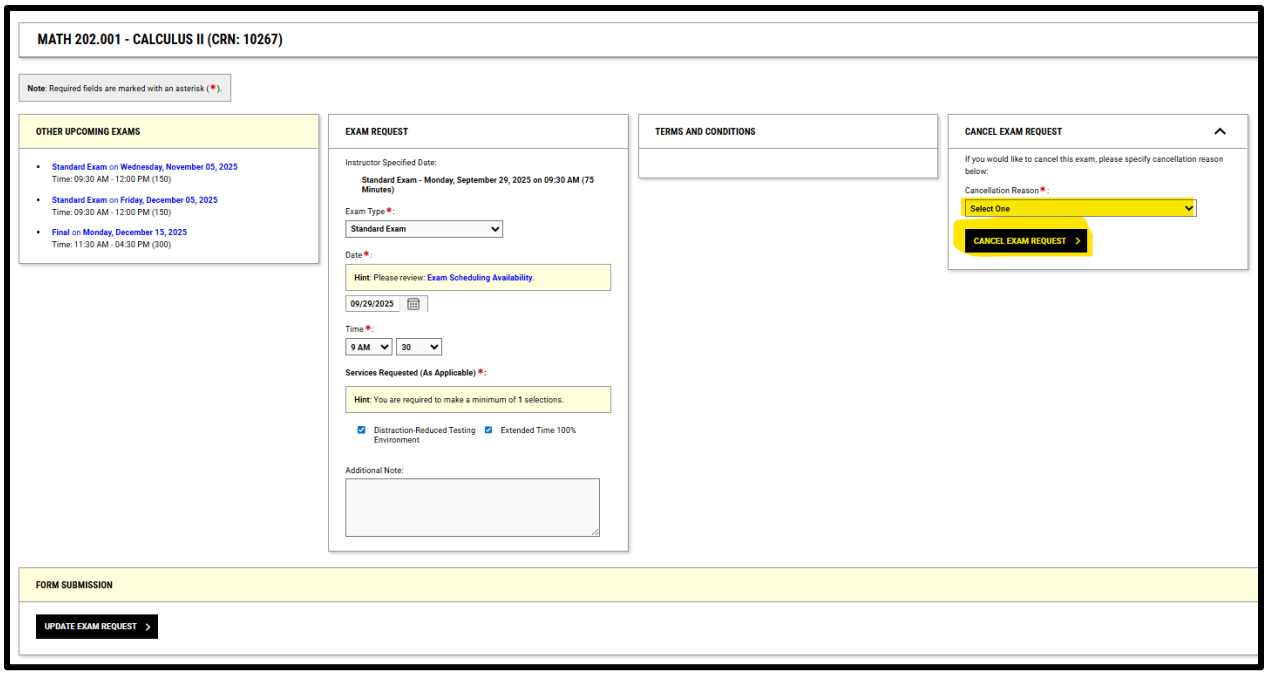
4. To **MODIFY** your appointment, make the necessary changes in the **“Exam Request”** box. Be sure to click **“Update Exam Request”**, when your edits are complete.
    a. Note: If you are adjusting the date and/or time of your appointment, it will no longer be marked as “Approved”. The request status will revert to “Processing”, and the OA Test Center staff will need to approve the modification(s).



5. To **CANCEL** a testing appointment, follow steps 1-3 listed above. Then click the arrow in the **"Cancel Exam Request"** box.



6. Choose a **Cancellation Reason** from the drop-down menu, then click **"Cancel Exam Request."**



If you are unable to modify or cancel an appointment request in AIM, please contact our office as soon as possible and notify us of the changes you need to make.

Need Help?

If you have questions about scheduling exams using AIM, contact the OA Test Center:

- **Email**: testcenter@winthrop.edu
- **Phone**: 803-323-3290 (Option 3)
- **Appointments**: Available in person or via Zoom.