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AEC FACULTY BULLETIN

Spring
2019

Accessible Education Center: Ability Redefined

Spotlight: Exam Requests for Alternate Times

Students scheduling accommodated exams through the AEC are expected to schedule exams on the same dated and time when their class is scheduled to test. AEC understands this may not always be possible and we advocate for the following exceptions:

- Class meets outside of AEC testing center business hours
- Student has a prescribed accommodation to test at a specific time of day
- Due to academic schedule (i.e. back to back courses)

Faculty should treat rescheduling requests for any other reason, the same as they would treat rescheduling requests from students who are not registered with AEC.



Notetaking Reminders

As of Fall 2018, the AEC has initiated a new notetaking system. Notetaking is managed through the MyAEC portal and it is anonymous. AEC now manages the recruitment of all notetakers. Going forward no action will be needed on behalf of faculty in recruiting a notetaker. You will receive a message with the selected notetaker's information. However, please know that at times AEC may enlist your assistance to help secure a notetaker if our recruitment process does not result in finding a volunteer.

Did you know that in Fall 2018 AEC's
Center for Accessible Technology:

- Processed 488 requests for e-books
- Processed 237,583 pages of e-text

What faculty need to know about MyAEC emails

When a student registers with AEC and requests accommodations for a course, MyAEC will send an email to faculty's email address on file in MySJSU (AEC's preference is faculty's SJSU email to maintain confidentiality and authenticity). This is called the "Faculty Notification Email". MyAEC will automatically pull the email address on file in MySJSU. If the email address in MySJSU is not a faculty member's preferred email, the faculty member can update the email address on file in MySJSU. Once it is updated in MySJSU, it will also update in MyAEC.



The Faculty Notification Email contains brief important information faculty should know:

- Accommodations student is receiving - This is for your reference only, no action is required.
- Other notification(s) about the student - This section may require action on your part. Ex: Information on working with Blind or Visually Impaired Students.
- The **Red Box** contains information on how to complete the Faculty Test Accommodation Form. This box is where you will provide AEC with all of the course Quizzes, Exams, Midterms and Final information for the entire semester (dates, times, length of exam, any aids, etc.). If this information is not provided by you, your student(s) will not be able to submit test requests for your course.
- Additional information regarding accommodations, such as how to extend time on Canvas.



Important Dates

April 1

Deadline for students to submit Final exam requests AND faculty to submit Faculty Test Accommodation forms for Finals through MyAEC

**May 15-17
and 20-21**

Final exams - AEC Testing Center open from 8am-10pm

May 14

Study Day. AEC working behind closed doors preparing for finals

May 21

Last day of AEC testing

Reminder: Faculty Test Accommodation Form

When you first receive the email with a student's accommodation information for your class, a link to the Faculty Test Accommodation Form will be shared in a red box.

In order for students to schedule their tests in AEC's Testing Center, this form must be completed.

Faculty will only receive this form one time (with the student's initial accommodation information email). Please fill out this form with your testing information for the entire semester (quizzes, midterms, exams and the final). Once it is completed, faculty cannot make edits to the form. Should edits need to be made later in

the semester, faculty should email aec-exams@sjsu.edu with the change(s). If different aids are allowed for each test please specify which aids are permitted for which test.

Important note: Faculty will only need to fill out ONE Faculty Test Accommodation Form per SECTION of their class. If multiple students are in the same class section, this form only needs to be completed once! If a new student requests accommodations for a course after the form has already been completed for a different student in that section, the red box with the link will not appear in their accommodation letter, as it has already been completed.

Exam Method of Delivery and Return

Faculty have the following options to submit exams:

- 1) Professor drop off in ADMIN 110/ IS 223
- 2) Email to aec-exams@sjsu.edu
- 3) Canvas exam access (with/without password and lockdown browser)
- 4) MyAEC upload.

Faculty have the following options for exam returns:

- 1) Email (Faculty must specify their return email address in MyAEC)
- 2) Professor pickup in ADMIN 110 or IS 223
- 3) Canvas return.

Creating Accessible Instructional Materials

In 2007, the California State University (CSU) system launched a system-wide Accessible Technology Initiative (ATI) to ensure a culture of inclusive

learning, in following with state and federal laws mandating access to technology. The ATI reflects the CSU's ongoing commitment to provide access to informational resources and technologies to individuals



with disabilities. The Accessible Education Center, on behalf of the University, worked with the [Center for Faculty Development](#) in order to provide access

to tutorials and trainings on best practices for the creation of accessible instructional materials. Faculty can request individual consultations or attend scheduled workshops: <http://www.sjsu.edu/cfd/>

The Center for Faculty Development is located on the second floor of the Instructional Resource Center in room 213.



After Hours Elevator

If you have a student in your class with mobility needs, and the student must use an elevator to access your classroom, the AEC is providing you with information to assist you and the student for after-hours support in the event the elevator is non-functioning.

For assistance after 5:00 PM call the University Police Department (UPD) at 408-924-2222. UPD will call the Facilities Developments & Operations (FD&O) On-Call Manager. The On-Call Manager will contact Kone, elevator maintenance service under contract. The contract stipulates Kone has 1 hour to arrive on campus for a call back.

ACCESSIBLE FURNITURE

Students registered with the AEC may be using chairs and/or tables specifically placed in the classroom during the semester. AEC asks that faculty assist the University in accommodating students by ensuring they have priority use of this furniture during class time and that the furniture remain in the classroom until the end of the semester. Should the furniture "disappear" at some point in the semester, please notify the AEC [immediately](#) at 408.924.6000.

CENTER FOR ACCESSIBLE TECHNOLOGY

AEC's Center for Accessible Technology (CAT) staff provides assistive technology training and alternative media services to eligible students. Students referred for training learn to utilize the very latest in assistive technology hardware and software.

Students referred for alternative media receive instructional/educational access through the production of alternative media formats including Braille, e-text (electronic text), and large print for curriculum-related materials exclusively. For more information please visit the [Center For Accessible Technology's](#) webpage.

DEAF AND HARD OF HEARING PROGRAM

[Deaf & Hard of Hearing Program \(DHOH\)](#) provides educational sign-language interpreting and educational real-time captioning services to students. For more information please contact the [DHOH Program](#). For assistance in captioning course videos visit the [Center for Faculty Development](#).



Additional MyAEC Emails:

Student schedules a test in the AEC Testing Center

This email will contain information about the day and time the student requested to test.

Note: You may receive additional emails from MyAEC if your student reschedules.

If you approve of the date/time:

- * All you need to do is provide the test to the AEC
- * When faculty receive notification that the student's exam must be administered in an alternative format (Braille, Natural Reader, JAWS, etc.), AEC must receive the exam no later than 5 days prior to the student's scheduled exam date as this time is necessary to produce the exam in the alternate format.
- * Note - AEC should already have any special instructions, aids allowed, standard time, etc. for the test as this is provided by faculty on the Faculty Test Accommodation Form; however, changes can be made by email.

If you don't approve of the date/time:

- * Inform the AEC as soon as possible so the student's exam can be rescheduled. If the AEC does not receive notice from the faculty that a student may not test on a specific date/time the AEC will administer the exam as requested by student.
- * Please note: due to back-to-back classes students may need to schedule your exam at a different time from the course exam to allow for extended time.



AEC Testing Hours of Operation

AEC Testing Hours of Operation are: Monday - Friday 8:30AM to 5PM

AEC is working to extend testing operation hours to assist students and faculty with late afternoon and evening classes. It is important to note that students may not be testing at the same time as the class due to a student's accommodation of extended time and course schedule. AEC asks that faculty and AEC students communicate regarding scheduling exams if exams are scheduled outside of the class meeting time and AEC's Testing Center hours of operation.

Fast Facts for Faculty

Fast Facts for Faculty is an educational tool for faculty on the go and is designed to offer practical information to facilitate teaching and interacting with diverse learners, including students with disabilities. Each Fast Facts for Faculty issue includes information relevant to the dynamic needs of professors in the classroom and the issues identified in both student and faculty focus groups and surveys. Currently AEC has produced 6 issues, which can be found on the [Fast Facts for Faculty](#) website:

[Spring 2017 Working with Deaf and Hard of Hearing Students issue](#)

[Fall 2014 Mental Health issue](#)

[Spring 2009 Traumatic Brain Injury \(TBI\) & Post Traumatic Stress Disorder \(PTSD\) issue](#)

[Fall 2007 to Fall 2008 Autism, Asperger's and Non-Verbal Learning Disorders issue](#)

[Fall 2006 Universal Design for Learning issue](#)

[Spring 2006 Communication & Interaction for Faculty issue](#)

Contact AEC



Office Location

One Washington Square ADMIN 110
San José, California 95192-0168

Office Hours

Mon/Tues 9AM – 12PM & 1– 5PM
Wed 10AM – 12PM & 1– 5PM
Thurs/Fri 8AM – 12PM & 1– 4PM

Phone: 408-924-6000

Fax: 408-924-5999

Email: aec-info@sjsu.edu

Website: www.sjsu.edu/aec