Hybrid/Blended Course Exam Accommodations through Accessible Education Center (AEC)

Eligibility for test accommodation services is determined by the AEC and is provided only in courses where the functional limitation(s) indicate need. Test accommodations must be requested each semester, including Hybrid/Blended courses which require students to meet in a standard classroom to complete examinations under proctored conditions.

Faculty members will receive a confidential email from an AEC counselor with notification of a student’s prescribed accommodation(s). Below you will find the notification of AEC’s prescribed accommodations as well as the process for delivering exams and quizzes to AEC.

Sample email:

Dear Professor (Name),

You are receiving this email to inform you that a student enrolled in your (course title and number), section (number), course is registered with the Accessible Education Center (AEC), formerly the Disability Resource Center, at San José State University.

Given that your course is a hybrid/blended course, the student, (student ID #), has given the AEC permission to email you (her/his) accommodation information.

Please know the student’s accommodations are protected by confidentiality and AEC requests that you do not share this email. The student will be utilizing test accommodations for all curriculum required exams, including on-line exams and quizzes.

For exams requiring standard classroom accommodations, e.g.: face-to-face exams, your signature will not be required on the Test Accommodation Form; instead three days prior to the exam date, AEC requests you email the exam/prompt to aec-exams@sjsu.edu. The three day advance notice is required as some test must be formatted into alternative media.

( Student Name) has received hard copies of the Test Accommodation Form for this course and is responsible for submitting a Test Accommodation Form with the date and time of the exam to AEC at least one week prior to the exam date.

The students Test Accommodation Form, along with your email, will serve as your signature approving prescribed accommodations.

The completed exams will be returned by email.

Please feel free to contact me at 408.924.6000, or via email, should you have any questions. Thank you.

(Counselor’s Electronic Signature)