

AEC Testing - Administering Accommodated Final Exams

Dear Instructor,

It's time to start making arrangements for accommodated final exams! The deadline for students to request in-person accommodated exams is **April 1, 2022**. Students should discuss arrangements for accommodated online exams with instructors as soon as possible.

AEC will provide in-person testing services for in-person final exams. Accommodated online exams will continue to be set up and administered via Canvas.

ADMINISTERING ACCOMMODATED ONLINE FINAL EXAMS

Remote online exams will remain online and must be administered with the prescribed extended time stated in the Faculty Notification Letter.

If students need space to take a remote online exam, SJSU has [designated locations on campus for student study and workspace purposes](#). Building locations can be found on the campus map.

Students should discuss plans for online final exam accommodations with instructors as soon as possible. Accommodations for online final exams must be requested AT LEAST 5 business days before the scheduled exam.

ADMINISTERING ACCOMMODATED ONLINE EXAMS

Our [Instructor Guide to Online Testing Accommodations provides a step-by-step overview of how to administer accommodated exams](#).

For instructions on how to provide extended time on Canvas exams, please refer to the following resources:

- [Canvas Tutorial](#)
- Additional support and [information about online teaching tools](#) is available from [E-Campus](#).

Online Exam Scheduling

Students are instructed to:

- Step 1: Request their accommodations in MyAEC each semester
- Step 2: Discuss their testing accommodations with their instructors in advance
- Step 3: Email instructors at least 5 business days before each exam to remind instructors/confirm their extended time.

Student processes for requesting and scheduling testing accommodations are outlined in our [Frequently Asked Questions](#) and in our [Steps for Using Testing Accommodations flowchart](#).

ACCOMMODATED IN-PERSON FINAL EXAMS

For the health and safety of staff and students, AEC will administer in-person final exams in a block seating format. All exams will begin at the block start time. This is imperative to control population density and allow for proper disinfection and airing of our testing locations.

Exams will ONLY be administered during scheduled times. Block seating start times correlate to students' prescribed extended time.

Final Exam Dates:

- Wednesday 5/18
- Thursday 5/19
- Friday 5/20
- Monday 5/23
- Tuesday 5/24
- AEC will not administer any in-person exams on Study Day (Tuesday, 5/17), weekends (Saturday, 5/21 - Sunday, 5/22), or Make-Up Day (Wednesday, 5/25).

Block Seating Times for Spring 2022 Final Exams:

- Exams with 1.5x Extended Time: 9:30 a.m. - 12:30 p.m. and 1:30 - 4:30 p.m.
- Exams with 2.0x Extended Time: 8:00 a.m. - 12:30 p.m. and 1:30 - 6 p.m.

AEC Testing Locations: Students will be assigned to test in Industrial Studies 223 (AEC's Testing Office), King Library 230 (AEC's Center for Accessible Technology), OR another AEC-arranged location depending on space availability. Students will be notified of their assigned testing locations prior to each exam.

Instructor Support of AEC Block Seating Times

AEC's Block Seating Times mean students with accommodated exams will likely test at a different time than the class. AEC appreciates any flexibility instructors can provide to allow students to test with AEC. **Students should meet with instructors in advance** to discuss academic scheduling conflicts and determine appropriate testing arrangements (such as testing on a different day than the class if needed).

Note: If students have in-person and online final exams that conflict with each other, scheduling priority will be given to in-person final exams.

Alternatives to AEC Testing

Instructors can choose to administer testing accommodations themselves using AEC-approved alternatives. In these cases, students and instructors should discuss arrangements for alternatives in advance. Arrangements may include:

- Instructor proctors exam(s) with prescribed testing accommodations
- Instructor enlists the aid of their department to administer the exam with prescribed testing accommodations

- Instructor utilizes the proctoring services of the University Testing Office with prescribed testing accommodations

Student Steps for Scheduling In-Person Accommodated Exams:

Students are instructed to:

- Contact faculty to discuss plans and logistics for how in-person accommodated final exams will be administered (e.g., conflicts with other scheduled final exams and what platform(s)/equipment are required for the exam).
- Submit a [Test Accommodation Form](#) for each final exam by 4/1/22.
- If a student receives instructor approval to schedule accommodated final exams on a different day due to academic scheduling conflicts, AEC needs written confirmation of the approval. Instructors may email aec-exams@sjsu.edu directly to confirm the approval, or ask the student to forward aec-exams@sjsu.edu an email chain verifying the approval.
- AEC will email students to confirm their assigned testing date, time, and location.

Student processes for requesting and scheduling testing accommodations are outlined in our [Frequently Asked Questions](#) and our [Steps for Using Testing Accommodations flowchart](#).

Student Test Accommodation Forms submitted after April 1st will be placed on a waitlist and scheduled if space becomes available. Waitlisted Test Accommodation Forms may not be approved until the day of the exam, depending on if/when availability opens up.

Faculty Test Accommodation Forms

Instructors will receive a Faculty Notification Letter for each student who requests accommodations for their course(s). For students with testing accommodations, the Faculty Notification Letter will prompt instructors to complete a Faculty Test Accommodation Form. The form is how instructors inform AEC of course exams/policies for the entire semester, so AEC can properly administer accommodated exams.

If you have **not yet completed your Faculty Test Accommodation Form(s) and/or provided final exam instructions on each form**, please do so as soon as possible.

How to Complete Faculty Test Accommodation Forms:

- Upon receiving a Faculty Notification Letter for a student with testing accommodations, click on the link located in the red box to access the Test Accommodation Form.
- Enter the requested information for **ALL** quizzes, midterms, exams and final exams (i.e., dates, times, standard time limits, and allowed aids). Aids not listed in the Test Accommodation Form will not be permitted for use during the exam.
- Check the "Box to indicate Faculty agreement to provide support in exam scheduling." Checking this box indicates you understand AEC's Testing

processes and give approval for AEC to schedule accommodated in-person exams according to AEC's hours and seat availability.

Editing Faculty Test Accommodation Forms: Any edits or additions must be submitted directly in the [MyAEC Faculty Portal](#).

Students can submit Student Test Accommodation Forms regardless of whether the Faculty Test Accommodation Form has been completed.

Exam Drop-Offs and Pick-Ups

Instructors who wish to provide their own copies of exams may drop off and pick up exams in **Industrial Studies (IS) 223** Monday - Friday from 9 am - 4 pm.

If you prefer to drop off/pick up exams from the Main AEC Office in Administration 110, please let AEC Testing know via email or phone so we can make arrangements.

AEC will send students detailed information about attending in-person accommodation exams closer to finals week.

Note: AEC Testing processes are subject to change depending on factors such as safety and administrative needs.

If you have any questions, please contact AEC Testing at aec-exams@sjsu.edu or (408) 924-6234.

We wish you the best of luck with the rest of your semester!