

How to Use Alternative Testing Accommodations

- FALL 2022 -

1. Request your accommodations in MyAEC.

Our [YouTube tutorial](#) provides step-by-step instructions.

2. Faculty Notification Letters will be emailed to you and your instructors.

You can refer to sent Faculty Notification Letters in the “MyMailbox” tab in MyAEC at any time.

3. Contact each of your instructors to discuss...

- * how your accommodations will work for exams/quizzes
- * any class scheduling conflicts and appropriate arrangements

Check out our “[Working with Instructors](#)” page for a detailed guide on how to discuss testing arrangements with faculty!

4. Confirm and schedule each individual exam ahead of time (including quizzes, midterms, and finals).

Online Exams

1. Email instructors at least 5 business days before each exam to confirm you will receive your extended time.
2. If your time is not extended, log out of the exam immediately and email your instructor. If your instructor does not adjust the time, email aec-exams@sjsu.edu for support.

In-Person Exams

1. Submit a Test Accommodation Form in MyAEC at least 5 business days before each exam. Use our [YouTube tutorial](#) for guidance.

Note: Forms for FINAL EXAMS are due in MyAEC by Nov. 1, 2022.
2. Check your SJSU email and MyAEC portal for scheduling details for each exam (approval, date/time/location)