

# How to Use Alternative Testing Accommodations Spring 2023

**1. Request the “Alternative Testing” accommodation for your class(es) in MyAEC.**

[Video Tutorial with step-by-step instructions](#)

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

You can confirm your letters were sent by checking the “My Mailbox” tab in MyAEC.

**3. Contact each instructor to discuss...**

- how your accommodations will work for exams/quizzes
- any class scheduling conflicts and appropriate arrangements.
- \* make sure to confirm dates for each exam

[Check out our tips for talking to faculty!](#)

**4. Confirm and schedule EACH EXAM ahead of time.**

(all tests, quizzes, midterms, finals)

## Online Exams

1. Email instructors at least 5 business days before each exam to confirm they have set up 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](mailto: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. [YouTube tutorial](#)

\*Forms for FINAL EXAMS MUST BE SUBMITTED BY APRIL 1, 2023.

2. Check your SJSU email and MyAEC portal for scheduling details for each exam (approval, date/time/location)