Instructor Flowchart for **Online** Testing Accommodations

**Fall 2022**

**Step 1**

**Faculty Notification Letters will be emailed to you** once students request their accommodations in MyAEC each semester.
- Emails will be sent to the Preferred Email listed in your MySJSU account.
- Accommodations go into effect once Faculty Notification Letters are sent.

**Step 2**

**Discuss how each student’s testing accommodations will apply for the course.**
(Students are instructed to initiate these conversations.)

Accommodated exams must be administered in the **same manner and format as the standard exam.**

**Step 3**

**Set up each student’s extended time on the University-approved testing platforms** you are using to administer exams.

eCampus provides [tutorials](https://www.sjsu.edu/aec/) and individualized [support](https://www.sjsu.edu/aec/) for using University-approved platforms. Canvas guides are also available:
- [How do I extend students’ time?](https://www.sjsu.edu/aec/)
- [Canvas Exam Settings](https://www.sjsu.edu/aec/)

**Step 4**

**Ensure each student’s extended time is set up before each exam.** Students are instructed to email instructors at least 5 days before each exam to remind them of their testing accommodations.

**Note:**
- If a student’s extended time is not set up for an exam, they are instructed to:
  1. Email the instructor to ask them to extend their time.
  2. If the instructor does not respond or has trouble extending the time, students should email [aec-exams@sjsu.edu](mailto:aec-exams@sjsu.edu) for support.
  3. Students should not attempt to take the exam until their prescribed extended time has been set up.
- Resources for accessible online teaching strategies can be found in [AEC’s Faculty COVID-19 Accessibility Instructions](https://www.sjsu.edu/aec/).