

# 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](#) and individualized [support](#) for using University-approved platforms. Canvas guides are also available:

- [How do I extend students' time?](#)
- [Canvas Exam Settings](#)

## 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](#).