

Dear Faculty,

The Accessible Education Center (AEC) welcomes you to the Fall 2021 semester.

In accordance with the [COVID-19 Industry Guidance: Institutions of Higher Education \(9.30.2020\)](#), [COVID-19.CA.GOV: Blueprint for a Safer Economy \(updated 3.16.2021\)](#), and [SJSU Adapt Plan](#), the AEC has carefully developed a safety protocol to support the administration of accommodated exams for courses with **scheduled in-person proctored exams**. AEC developed a layered approach to COVID-19 safety, with several strategies to reduce the risk of COVID-19 transmission.

We ask that you read this information thoroughly, as AEC's Testing process for the administration of exams was modified in support of [SJSU's Campus Repopulation Plan](#). Our top priority is to keep our students, staff, faculty, and campus community as safe as possible.

Exams must be administered in the same manner and version as the class. Therefore, the following processes apply for exams:

ADMINISTERING ACCOMMODATED ONLINE EXAMS

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

The following [Distance Learning Accommodated Exams](#) flow chart provides a guide for navigating SJSU online proctoring tools for accommodated exams. For instructions on how to provide extended time on Canvas exams, please refer to the following resources:

- [Canvas Tutorial](#)
- Additional [Remote Teaching](#) Information is available from [E-Campus](#).

Canvas is an accessible platform and is compatible with assistive technology with or without Lockdown Browser, such as screen readers. Students prescribed the reading program Natural Reader already have access to the software and are able to use it with Canvas exams.

ADMINISTERING ACCOMMODATED IN-PERSON EXAMS

AEC Testing is open to support the administration of accommodated exams for courses

with **scheduled in-person proctored exams only**. However, for the health and safety of our staff and students, the following applies:

AEC Testing Center Hours: Monday - Friday from 8 am - 5 pm in IS 223 & MLK 230.

NEW: AEC will administer exams in a block schedule format, with specific start times for each block. Block seating 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.

AEC will offer 2 seating times daily:

- Morning Block: 8:30am - 11:00am. All exams will begin at 8:30am.
- Afternoon Block: 1:00pm - 3:30pm. All exams will begin at 1pm.

A block seating testing schedule may mean AEC will be unable to support the administration of exams to match the date and time of each course. **The AEC asks for your support of students who may request an alternate date/time due to AEC's Testing hours and/or in consideration of students' academic schedules.**

Upon receiving the Faculty Notification Letter, click on the link located in the red box and complete the Test Accommodation Form. Information must include all quizzes, midterms, exams and final exam information; dates, times, length of exams, and aids allowed. Aids not listed will not be permitted for use during the exam. **NEW: Check Box to indicate Faculty agreement to provide support in exam scheduling:** Checking "yes" indicates Faculty's acknowledgment of AEC's Testing hours and approval for AEC to schedule exams based on AEC's hours and seat availability. The link in the Test Accommodation Form is only valid for one-time use. Any changes must be submitted via the [MyAEC Faculty Portal](#).

Alternatives to AEC Testing:

- Faculty to proctor exam with prescribed testing accommodations
- Faculty to enlist the aid of their department to administer the exam with prescribed testing accommodations
- Faculty utilize the testing proctoring services of the University's Testing Office with prescribed testing accommodations

Scheduling In-Person Exams

Students should not be penalized for using AEC testing accommodations or needing arrangements that support AEC testing hours and/or the student's academic schedule.

Students have been notified to schedule exams by submitting a Test Accommodation Form at least 5 business days before each quiz/exam (3 business days during summer and winter

sessions).

AEC will approve exam requests within 48 hours of submission. If requested date and/or time is not available, AEC will reschedule to the first available slot open.

For each student exam request submitted, faculty will receive an email notification. The email notification will provide a link to upload the exam. Exams can also be emailed to aec-exams@sjsu.edu. Instructions for completing the form and providing exams to AEC can be found in the [Faculty FAQs](#).

Formats of In-Person Exams & Pick-ups

Unless stated on the completed Test Accommodation Form, or requested by the student, paper copies will not be provided for electronically delivered exams. Exam solutions will be typed and returned via email.

Faculty must pick up exams requested in paper format or those requiring the use of a scantron from IS 223 on Monday - Friday from 9 am - 4 pm.