How to Use AEC Testing Accommodations

SUMMER 2022

Step 1

Request your accommodations in MyAEC each semester.

- YouTube Tutorial - How to Submit an Accommodation Request

Step 2

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

- You can also access Faculty Notification Letters in MyAEC → My Mailbox after they are sent.

Step 3

Contact each of your instructors to discuss

- how your testing accommodations will apply to course exams
- any academic scheduling conflicts that may impact your testing accommodations (e.g. back-to-back classes) and how to make appropriate arrangements
- Tips for working with instructors

Step 4

Confirm and schedule each individual exam (including quizzes, midterms, and finals).

ONLINE EXAMS

1. **Email instructors at least 3 business days before each exam to confirm 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 3 business days before each exam.**
2. Check your SJSU email and MyAEC portal (Alternative Testing tab) for important scheduling details for each exam (e.g. confirmation, date/time/location)