Instructor Guide to In-Person Testing Accommodations
Spring 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 testing accommodations with each student. Students are instructed to contact their instructors to discuss testing accommodations prior to using them.

Step 3
Fill out a Faculty Test Accommodation Form for each student (linked in the Faculty Notification Letter).

You must enter the requested information for ALL exams for the semester. Check the “Box to indicate Faculty agreement to provide support in exam scheduling” to give approval for AEC to schedule accommodated in-person exams according to AEC’s hours and seat availability.

Note: Edits to the Faculty Test Accommodation Form can be made in the Faculty MyAEC portal.

Step 4
AEC will email you when students submit Test Accommodation Forms for each exam. Send AEC the necessary materials and information before each exam (upload in MyAEC, email to aec-exams@sjsu.edu, or drop off in IS 223). If there are any issues with the testing date/time a student has scheduled an exam for, inform AEC.

Step 5
Completed exams will be delivered to you according to the option you selected in the Faculty Test Accommodation Form.

Note:
• AEC requires written approval from instructors to allow students to schedule exams for any days different from those listed in the Faculty Test Accommodation Form.
• Faculty Test Accommodation Forms only need to be submitted once each semester.
• Student Test Accommodation Forms must be submitted (by students) for each in-person exam.