

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.