

Student Guide to Final Exams Spring 2023

The deadline to schedule in-person final exams is April 1, 2023.

Administration of Final Exams

- In-person final exams will be administered in AEC's Testing Center and must be scheduled in advance.
- Remote online final exams will be administered remotely by instructors. Accommodations must be requested at least 5 business days in advance.

Hours and Locations

AEC Testing will administer final exams between **8:00 am - 7:00 pm on final exam dates:**

- Wednesday 5/17
- Thursday 5/18
- Friday 5/19
- Monday 5/22
- Tuesday 5/23

AEC cannot administer final exams on alternate dates/times without email approval from instructors. AEC does not administer exams on weekends, Study Day, or Makeup Day.

Locations:

- Industrial Studies (IS) 223
- King Library (MLK) 230
- Administration (ADM) 110

Students are responsible for checking their emails and MyAEC for assigned testing locations. Other locations may be used as needed.

Refer to the [Campus Map](#) for directions.

How to Schedule Accommodated Final Exams

1. Read AEC's [Alternative Testing Processes](#) for details about how to schedule online and in-person exams.
2. Check out our [Alternative Testing Flowchart](#) for a **step-by-step visual guide and video tutorials**.
3. Browse our [Testing FAQs](#) for answers to specific questions, such as how to work around scheduling conflicts and talking to instructors.

Late Requests

Due to the volume of final exam requests, AEC needs advance notice to procure enough spaces and coordinate testing schedules.

Late Test Accommodation Forms (submitted after April 1, 2023) will be placed on a waitlist.

AEC cannot guarantee that late requests will be approved, especially requests submitted very close to finals week.

Late requests may be approved up until the day of the final exam, depending on if a space becomes available.

Questions & Support

Please contact us with any questions or concerns as soon as possible.

Email: aec-exams@sjsu.edu

Phone: 408-924-6234

Drop-In: Industrial Studies 223 during [open hours](#).