

# How to Administer Testing Accommodations Spring 2023

The Accessible Education Center (AEC) supports the administration of prescribed testing accommodations.

**In-Person Exams:** Accommodated exams for courses with in-person exams will be administered in AEC's Testing Center.

**Remote Online Exams:** Accommodations for remote online exams will be administered remotely by instructors. Instructors should adjust the student's exam time in accordance with the prescribed extended time stated in the Faculty Notification Letter.

## **Students are responsible for:**

- discussing prescribed testing accommodations with instructors
- scheduling accommodated exams in advance
- checking their emails and MyAEC portal regularly for details about scheduled exams and deadlines.

## **Instructors are responsible for:**

- reading Faculty Notification Letters (received via email)
- communicating with students as needed to determine appropriate arrangements for accommodated exams
- contacting AEC regarding any concerns or questions that arise throughout the semester.

## **Helpful Resources & Information:**

- [Student Alternative Testing Flowchart](#)
- [Faculty FAQs](#)
- [MyAEC Faculty Portal Guide](#)

## **REMOTE ONLINE Accommodated Exams**

**Accommodations for remote online exams will be administered directly by instructors.** The student's exam time should be adjusted in accordance with the prescribed extended time stated in the Faculty Notification Letter.

For instructions on how to provide extended time on Canvas exams, please refer to the following resources:

- [Canvas Tutorial](#)
- [Canvas Quiz Setting](#)
- Additional Information about online [Teaching Tools](#) is available from [E-Campus](#).

**To schedule online remote accommodated exams, students are instructed to:**

- Contact faculty of record for each course to discuss prescribed testing accommodation(s) and the administration of course exams.
- Email faculty directly at least 5 business days before each exam to confirm they will receive their prescribed extended time. Note: Faculty are not required to respond to these reminder emails, but it is helpful to do so.
- Note: In the event a student's extended time has not been provided for a remote online exam, the student should log out of the exam immediately and email the instructor to inform them of the issue. If the instructor is not able to extend the student's time in Canvas or does not respond, the student should email AEC Exams at [aec-exams@sjsu.edu](mailto:aec-exams@sjsu.edu) for support.

## **IN-PERSON Accommodated Exams**

**AEC Testing administers accommodated exams for courses with in-person exams.**

### **Spring 2023 AEC Testing Hours:**

- Monday - Thursday 8:30 a.m. - 7:00 p.m., Friday 8:30 a.m. - 5:00 p.m.
- NOTE: AEC is open for testing from the first day of each semester/term through the last day of final exams.
- AEC does **not** administer exams on Study Day, Makeup Day, or University holidays.

### **AEC Testing Locations:**

- Industrial Studies (IS) 223
- King Library (MLK) 230
- Other locations may be used based on demand.
- Note: Refer to the [Campus Map](#) for help with finding our locations. Students will be informed of assigned testing locations before each exam via email and MyAEC.

### **Meetings with Instructors**

Students should meet with instructors as early as possible each semester to discuss plans for accommodated exams. Instructors should be supportive of students who request alternate testing dates/times due to academic conflicts (e.g., class times that start/end outside AEC Testing hours; other classes that overlap with your prescribed extended time).

### **Faculty Test Accommodation Forms (Required)**

**Instructors must complete a Faculty Test Accommodation Form for each class a student requests in-person Alternative Testing accommodations for. Instructors will receive links to the Test Accommodation Form in Faculty Notification Letters.**

Test Accommodation Forms allow instructors to provide all exam instructions for the semester in one convenient form. Then AEC Testing can administer accommodated in-person exams with minimal work from instructors.

### Steps for Completing Faculty Test Accommodation Forms:

- Step 1: Discuss testing accommodations and appropriate plans/arrangements with each student who has requested Alternative Testing Accommodations. (Students are instructed to contact you to set up a meeting.)
- Step 2: After meeting with each student, refer to the student's Faculty Notification Letter. Click on the link located in the red box to access the Test Accommodation Form for the student.
- Step 3: Enter the requested information for **ALL** quizzes, midterms, exams and final exams (i.e., dates, times, standard time limits, and allowed aids such as notes or calculators).
- Step 4: Enter any changes/updates to exam instructions throughout the semester in the [MyAEC Faculty Portal](#) or email [aec-exams@sjsu.edu](mailto:aec-exams@sjsu.edu).

Note: If you approve a student to test at different times/dates than the class due to academic scheduling conflicts, you can note this in the exam details. (ex: "Student may test at an earlier time on the same date if needed," etc.). Otherwise, AEC Testing requires separate written approval from instructors before we will schedule a student to test on a different day/time than listed in the Faculty Test Accommodation Form. Written approval can be sent to .

### **To schedule in-person accommodated exams, students are instructed to:**

- Request the "Alternative Testing" accommodation in MyAEC for each course. [\(Video Tutorial\)](#)
- Contact faculty of record for each course to discuss prescribed testing accommodation(s) and the administration of course exams. (Faculty will electronically complete the AEC Test Accommodation Form through the link provided on the Faculty Notification Letter.)
- Submit a Test Accommodation Form in MyAEC at least 5 business days\* before EACH exam/quiz [\(VideoTutorial\)](#).
  - \* Exception: **The deadline for in-person FINAL EXAM requests is April 1st.**
- Check the Alternative Testing tab in MyAEC to view test approvals and details (testing date, time, location). AEC will also send email reminders before each exam.

## **Alternatives to AEC Testing**

Instructors may choose to administer in-person accommodated exams themselves if they prefer. Instructors must discuss this with students in advance to make arrangements. Arrangements may include:

- Instructor proctors exam(s) with prescribed testing accommodations.
- Instructor enlists the aid of their department to administer the exam with prescribed testing accommodations.
- Instructor utilizes the proctoring services of the [University Testing Office](#) with prescribed testing accommodations

## **Questions and Support**

Email: [aec-exams@sjsu.edu](mailto:aec-exams@sjsu.edu)

Phone: (408) 924-6234

Drop-Ins and Exam Drop-Offs: Industrial Studies 223

If students are uncertain about how to schedule exams or use their testing accommodations, please direct them to AEC's [Student Testing FAQs](#) and encourage them to contact us directly.

AEC is happy to consult with you about questions or concerns you have.

**Wishing you a wonderful semester!**