

Faculty Guide to Final Exams Spring 2023

Students must schedule in-person final exams by 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.

Students are responsible for:

- discussing final exam arrangements with instructors
- submitting Test Accommodation Forms for final exams in MyAEC by April 1, 2023
- checking their emails and MyAEC portal regularly for details about scheduled exams and deadlines

Instructors are responsible for:

- communicating with students to determine arrangements for accommodated exams
- completing and updating Faculty Test Accommodation Forms in MyAEC for each course
- updating AEC Testing about changes to exam instructions (dates, standard time, approved aids, etc.)
- contacting students and AEC regarding any concerns or questions

Tutorials & Resources

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

REMOTE ONLINE FINALS

Accommodations for remote online exams will be administered directly by instructors.

Exam times should be adjusted in accordance with the prescribed extended time stated in the Faculty Notification Letter.

Canvas Instructions:

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

Students are instructed to:

- Meet with instructors to discuss prescribed testing accommodation(s) and arrangements for final exams.
- Email faculty directly at least 5 business days before each final exam to confirm they will receive their prescribed extended time.
- 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 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 for support.

IN-PERSON FINALS

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 written (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. Students can refer to the [Campus Map](#) for directions.

Scheduling Exams

In general, students with accommodations should start exams at the same date and time as the class. AEC Testing only approves exam requests that match the standard date/start time in the Faculty Test Accommodation Form.

Students may have academic conflicts (ex: final exams that are scheduled outside AEC's Testing Center hours or exams that overlap due to extended time). Instructors should be flexible and determine alternate dates or times the student can test instead.

Students who request alternate dates/start times must provide written approval from instructors before AEC will approve their request. They can forward an email from their instructor to aec-exams@sjsu.edu or ask instructors to email AEC Testing directly.

Please see our [Faculty FAQs](#) for information about scheduling around academic conflicts.

Faculty Test Accommodation Forms

Instructors must complete a Faculty Test Accommodation Form for each course a student requests in-person testing accommodations.

1. Discuss testing accommodations and appropriate plans/arrangements with each student who has requested Alternative Testing Accommodations.
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.*
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).
4. Enter any changes/updates to exam instructions throughout the semester in the [MyAEC Faculty Portal](#) or email aec-exams@sjsu.edu. (Examples: Approving students to test on alternate dates/times than the rest of the class, information about approved aids, or changes to standard time.)

Students are instructed to:

- Request the "Alternative Testing" accommodation in MyAEC for their courses.
- Meet with instructors to discuss prescribed testing accommodation(s) and arrangements for final exams.
- Submit Test Accommodation Forms for all final exams in MyAEC by April 1, 2023.
- Check MyAEC to view exam approvals and details. AEC will send email reminders before each exam.

Alternatives to AEC Testing

Instructors may choose to administer in-person accommodated exams themselves if students agree to the arrangements. Students have the right to choose to test with AEC.

Instructors must discuss this with students in advance. Arrangements may include:

- Instructor proctors exam themselves 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

Please consult with AEC Testing for support with identifying appropriate alternatives.

Questions and Support

Email: aec-exams@sjsu.edu

Phone: (408) 924-6234

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

If students need support, please direct them to AEC's [Student Testing FAQs](#) and encourage them to contact us directly.

We are always happy to consult with you about questions or concerns.

Wishing you a smooth and stress-free finals week!