

AEC welcomes you to the Spring 2020 semester!

With the increase use of Canvas exams, AEC must adjust our process for the administration of these online exams.

Approximately 40% of Canvas exams scheduled with AEC encounter administrative issues. AEC began to address the issue this past Fall by updating all our computers. Additionally, AEC has been working on communicating with students and clarifying their responsibility scheduling and taking Canvas exams. However, AEC cannot do this alone. AEC is requesting support from faculty utilizing Canvas exams to assist in making the administration process successful for faculty, students, and AEC.

What steps does faculty need to complete for Canvas exams?

1. Complete the Test Accommodation Form indicating exam(s) is on Canvas.
2. Set up Canvas exam(s) with accommodations as soon as possible after receiving the

AEC Faculty Notification Letter.

If AEC is proctoring the exam, provide a window of time where AEC can address any last minute issues without the testing time being affected. By setting up the extended time with an additional 15 minutes you will allow AEC to monitor the start and end time of exams as there may be occasions due to AEC's business operations where beginning the exam as scheduled may not be possible. With this addition time allowance a follow-up with faculty for time adjustment(s) or possible rescheduling request(s) may be avoided.

3. Provide AEC Canvas exam password at least 48 hours prior to start of the exam.

Did you know:

Faculty can now access MyAEC Faculty Portal

[MyAEC Faculty Portal](#) allows professors to manage **all** requested accommodations for **all** courses, for **all** students in one place. In MyAEC Faculty Portal you can:

- Search Student Eligibilities (e.g.: accommodations)
- Complete and/or update Alternative Testing Contracts
- View list of requested/scheduled exams
- Upload exams
- View assigned Notetakers

Visit [Quick Guide to MyAEC Faculty Portal](#) for step-by-step support.

Important Dates

April 1: Deadline for students to submit final exam request.

May 12: Study Day - AEC working behind closed doors preparing for finals

May 13-19: Final exams-AEC Testing Center open from 8am-10pm

May 19: Last Day of AEC Testing

Additional Faculty Quick Links

[Working with Student with Disabilities](#) | [Notetaking Services](#) | [Testing Hours](#)
[Center for Accessible Technology](#) | [Deaf & Hard of Hearing](#) | [Accessible Furniture](#) | [Faculty Fast Facts](#) | [Creating Accessible Materials](#) | [After-Hours Elevator Assistance](#) | [Emergency Evacuation](#) | [Syllabus Statement Rational](#)