

AEC Testing Processes for Instructors Spring 2022

[Due to challenges presented by the Omicron variant, SJSU will delay in-person instruction for most classes from January 26 - February 14, 2022.](#) SJSU will resume delivery of courses as they are currently listed in the campus [Schedule of Classes](#) on February 14, 2022. If circumstances warrant an extension of remote instruction, the campus community will be notified via email and social media.

AEC will continue to support the administration of accommodated exams for in-person and online exams.

Accommodated exams should be administered in the [same manner and format as the standard exam](#).

AEC's processes for accommodated exams are as follows:

ADMINISTERING ACCOMMODATED ONLINE EXAMS

Online exams will remain online and must be administered with the prescribed extended time stated in the Faculty Notification Letter. Instructors will receive a Faculty Notification Letter for each student who requests accommodations for their course(s).

Our [Instructor Guide to Online Testing Accommodations](#) provides a step-by-step overview of how to administer accommodated exams.

Our [Distance Learning Accommodated Exams](#) flowchart explains how to determine which mode accommodated exams should be administered in, as well as online proctoring tools.

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

- [Canvas Tutorial](#)
- Additional [Remote Teaching](#) Information is available from [E-Campus](#).

Online Exam Scheduling

Students are instructed to:

- Step 1: Request their accommodations in MyAEC each semester
- Step 2: Discuss their testing accommodations with their instructors in advance
- Step 3: Email instructors at least 5 business days before each exam to remind instructors/confirm their extended time.

Student processes for requesting and scheduling testing accommodations are outlined in our [Frequently Asked Questions](#) and in our [Testing Accommodations flowchart](#).

ADMINISTERING ACCOMMODATED IN-PERSON EXAMS

AEC Testing is open to administer accommodated exams for courses with **in-person exams only**. Students must schedule exams with the AEC in advance.

For the health and safety of our staff and students, the following processes apply:

Alternative Testing Center Hours: Monday - Friday from 8 am - 5 pm

Alternative Testing Center Locations: [Industrial Studies \(IS\) 223 & King Library \(MLK\) 230](#)

Exams will be administered in a block seating format, with specific start times for each block. Block seating is imperative to control population density and allow for proper disinfection and airing of our testing locations.

AEC will administer accommodated exams during these times ONLY, Monday-Friday:

- Morning Block: 8:30 - 11:00 am. All exams will begin at 8:30 am.
- Afternoon Block: 1:00 - 3:30 pm. All exams will begin at 1:00 pm

The block seating format means students with accommodated exams will likely test at a different time than the class. The AEC has asked faculty to be supportive of students who request alternate testing dates/times due to AEC's Testing hours and/or in consideration of students' academic schedules. Faculty may choose to administer testing accommodations themselves using AEC-approved alternatives.

Our [Instructor Guide to In-Person Testing Accommodations](#) provides a step-by-step overview of how to administer accommodated exams.

Our [Distance Learning Accommodated Exams](#) flowchart explains how to determine which mode accommodated exams should be administered in.

How to Complete Faculty Test Accommodation Forms

Instructors will receive a Faculty Notification Letter for each student who requests accommodations for their course(s). For students with testing accommodations, the Faculty Notification Letter will prompt instructors to complete a Faculty Test Accommodation Form. The form is how instructors inform AEC of course exams/policies for the entire semester, so AEC can properly administer accommodated exams.

- Step 1: Upon receiving a Faculty Notification Letter for a student with testing accommodations, click on the link located in the red box to access the Test Accommodation Form.
- Enter the requested information for **ALL** quizzes, midterms, exams and final exams (i.e., dates, times, standard time limits, and allowed aids). Aids not listed in the Test Accommodation Form will not be permitted for use during the exam.
- Check the "Box to indicate Faculty agreement to provide support in exam scheduling." Checking this box indicates you understand AEC's Testing processes and give approval for AEC to schedule accommodated in-person exams according to AEC's hours and seat availability.

Note: The link in the Test Accommodation Form is only valid for one-time use. Any changes must be submitted via the [MyAEC Faculty Portal](#).

Alternatives to AEC Testing

Instructors may choose to administer 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

Scheduling Accommodated In-Person Exams

Students are instructed to:

- Step 1: Students must 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.
- Step 2: Students must submit a [Test Accommodation Form](#) for each exam/quiz at least 5 business days before the scheduled exam date (3 business days for Summer/Winter sessions). Test Accommodation Forms will show as “processing” until the AEC confirms your request. IMPORTANT: Requests for final exams have a different deadline and must be submitted by 4/1/22.
- Step 3: AEC will email you within 2 business days of the exam to confirm your testing date, time, and location.

Student processes for requesting and scheduling testing accommodations are outlined in our [FAQs](#) and our [Steps for Using Testing Accommodations flowchart](#).

Exam Drop-Offs and Pick-Ups

Instructors who wish to provide their own copies of exams may drop off and pick up exams in **Industrial Studies (IS) 223** Monday - Friday from 9 am - 4 pm.

If you prefer to drop off/pick up exams from the Main AEC Office in Administration 110, please let AEC Testing know via email or phone so we can make arrangements.

If modifications to AEC processes are made in accordance with University guidelines, AEC will inform students and faculty in the following locations:

- Direct emails to students and faculty
- AEC’s Frequently Asked Questions (FAQs) for [students](#) and [faculty](#)
- [MyAEC Student Portal](#) - Alternative Testing Section
- [MyAEC eAgreements](#) - All students are required to read and electronically sign all updates to eAgreements each semester

If you have questions or concerns, please contact AEC Testing at aec-exams@sjsu.edu.