

## AEC Testing Processes for Students 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:

### **ACCOMMODATED ONLINE EXAMS**

Online exams will remain online and must be administered with the prescribed extended time stated in the Faculty Notification Letter.

**Students are responsible for the following steps** (also outlined in this [flowchart](#)):

- Step 1: Students must contact faculty of record for each course to discuss prescribed testing accommodation(s) and the administration of course exams.
- Step 2: Students must email faculty directly at least 5 business days (3 business days for summer/winter session) before each exam to remind them of their testing accommodations. Note: Faculty are not required to respond to these reminder emails.
- In the event a student's extended time has not been provided, the student should log out of the exam immediately and email the faculty to inform them the extended time has not been provided. If the faculty 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.

### **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.

**Students must meet with faculty** to discuss possible academic scheduling conflicts and determine appropriate testing arrangements before using testing accommodations.

**Students are responsible for the following steps** (also outlined in this [flowchart](#)):

- 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.

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

**Check your SJSU email and use the MyAEC portal regularly** to ensure you are up-to-date with important information about AEC accommodations.

If you have questions or concerns, please contact AEC Testing at [aec-exams@sjsu.edu](mailto:aec-exams@sjsu.edu).