

[Due to new challenges presented by the COVID-19 Omicron variant, SJSU is monitoring county and state public guidelines to determine plans for the Spring 2022 semester.](#) At this time, the CSU has stated that the Spring 2022 semester will continue as planned.

AEC is committed to keeping our students, staff, faculty, and campus community as safe as possible. **We are awaiting further guidance to determine if AEC's Alternative Testing procedures for Spring 2022 will require modification. If modifications are made, 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

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

**Based on the information available at this time, the AEC will continue to administer in-person exams with the safety procedures established for Fall 2021:**

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. **Exams will ONLY be administered during scheduled times.**

AEC will offer 2 block seating times daily:

- 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 testing schedule means accommodated exams may not be scheduled for the same date and time of each course. **Students must meet with faculty to discuss possible academic scheduling conflicts and determine appropriate testing arrangements in advance.**

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 are responsible for the following steps:**

- 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). For step-by-step instructions on how to submit Test Accommodation Forms,

refer to AEC's YouTube Tutorial Video, [MyAEC How To Submit A Test Accommodation Form](#). **Note:** Test Accommodation Forms will show as "processing" until the AEC confirms your request.

Step 3: AEC will email you within 2 business days of the exam to confirm your testing date, time, and location.

**IMPORTANT:** Requests for final exams have a different deadline and must be submitted by November 1, 2021 (at least 6 weeks before the exam date).