

# Steps for Using AEC Testing Accommodations

Spring 2022

## Step 1

**Request your accommodations in MyAEC each semester.**

- YouTube Tutorial - [How to Submit an Accommodation Request](#)

## Step 2

**Faculty Notification Letters will be emailed to you and your instructors.**

- You can also view records of sent Faculty Notification Letters in MyAEC → My Mailbox.

## Step 3

**Contact each of your instructors to discuss the following:**

- How your testing accommodations will apply to course exams
- Any academic scheduling conflicts that may impact your testing accommodations (e.g. back-to-back classes) and how to make appropriate arrangements
- [Tips for working with instructors](#)

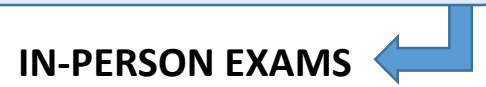
## Step 4

**Confirm and schedule each exam (including quizzes, midterms, and finals) according to the mode of administration (online or in-person).**



### ONLINE EXAMS

1. **Email instructors at least 5 business days before each exam to confirm your extended time.**
2. If your time is not extended: Log out of the exam immediately and email your instructor. If your instructor does not adjust the time, email [aec-exams@sjsu.edu](mailto:aec-exams@sjsu.edu) for support.



### IN-PERSON EXAMS

1. **Submit a [Test Accommodation Form](#) in MyAEC at least 5 business days before each exam. Forms for FINAL exams must be submitted by 4/1.**
2. AEC will email you within 48 hours of the exam to confirm your date, time, and location.