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 for their course
- Academic scheduling conflicts that may impact your testing accommodations (e.g. back-to-back classes) and how to make arrangements for them
- Which exams/quizzes you plan to use your accommodations for
- 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).

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**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 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.

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