

# Alternative Testing Processes (Winter/Spring 2023)

The Accessible Education Center (AEC) supports the administration of prescribed testing accommodations.

**In-Person Exams:** Accommodated exams for courses with in-person exams will be administered in AEC's Testing Center.

**Remote Online Exams:** Accommodations for remote online exams will be administered remotely by instructors.

## Students are responsible for:

- discussing prescribed testing accommodations with instructors
- scheduling accommodated exams in advance
- checking their emails and MyAEC portal regularly for details about scheduled exams and deadlines.

## ONLINE Accommodated Exams

Remote online exams (i.e., online exams that are not administered in-person) will remain online and must be administered with the prescribed extended time stated in the Faculty Notification Letter.

### How to Schedule Accommodated Online Exams

- Request the "Alternative Testing" accommodation in MyAEC. ([Video Tutorial](#))
- Contact faculty of record for each course to discuss prescribed testing accommodation(s) and the administration of course exams.
- Do not schedule remote online exams in MyAEC. Instead, email faculty before each exam to confirm your prescribed extended time has been set up:
  - Spring semester: At least **5** business days before each exam
  - Winter session: **3** business days before each exam
- Click [here](#) for a visual guide of these steps.

### If your extended time is not set up properly for a remote online exam:

- Log out of the exam immediately and inform the instructor via email. If the instructor is not able to extend the time or does not respond, email [aec-exams@sjsu.edu](mailto:aec-exams@sjsu.edu) for support. Do not attempt to view or complete any part of the exam/quiz until your time has been properly adjusted.
- If the time seems to have been set up correctly but you are logged out early, email the instructor immediately to determine appropriate next steps. Copy [aec-exams@sjsu.edu](mailto:aec-exams@sjsu.edu) on the email in case support is needed.

## IN-PERSON Accommodated Exams

AEC Testing will administer accommodated exams for courses with in-person exams. Students must schedule in-person exams in advance via MyAEC.

### AEC Testing Center Hours

#### Winter Session:

Monday - Friday 8:30 a.m. - 5:00 p.m.

#### Spring Semester:

Monday - Thursday 8:30 a.m. - 7:00 p.m.

Friday 8:30 a.m. - 5:00 p.m.

AEC is open for testing from the first day of each semester/session through the last day of final exams. AEC does **not** administer exams on Study Day, Makeup Day, or University holidays.

### AEC Testing Locations

- Industrial Studies (IS) 223 - AEC'S Main Testing Center
- King Library (MLK) 230
- Other locations may be used as needed.

Refer to the [Campus Map](#) for help with finding our locations.

### How to Schedule In-Person Accommodated Exams

- Request the "Alternative Testing" accommodation in MyAEC. ([Video Tutorial](#))
- 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.)
- Submit a Test Accommodation Form in MyAEC ([Video Tutorial](#)) before EACH exam/quiz:
  - Spring semester: At least **5** business days before each exam
  - **For SPRING 2023 FINAL EXAMS: Test Accommodation Forms must be submitted by April 1st.**
  - Winter session: **3** business days before each exam
- Check the Alternative Testing tab in MyAEC to view test approvals and details (testing date, time, location). AEC will also send email reminders before each exam.
- Click [here](#) for a visual guide of these steps.

### Things to Know Before Testing with AEC:

- Check your SJSU email and MyAEC portal regularly for reminders/announcements.
- You are responsible for bringing required materials for exams (e.g., Scantrons, calculators, rulers, etc).
- Masks (surgical, N95, or KN95) are strongly recommended in AEC Testing locations.

### **Working with Instructors**

Students must meet with instructors as early as possible each semester to discuss plans for accommodated exams. Failure to do so will cause difficulties with scheduling exams.

AEC has asked instructors to be supportive of students who request alternate testing dates/times due to academic conflicts (e.g., class times that start/end outside AEC Testing hours; other classes that overlap with prescribed extended time).

### **QUESTIONS?**

**Many questions and concerns are addressed in our [Testing FAQs!](#)**

Email: [aec-exams@sjsu.edu](mailto:aec-exams@sjsu.edu)

Phone: (408) 924-6234

Drop-In: Testing Center (IS 223) during open hours.