

AEC Testing – Students Process for Final Exams Spring 2022

Dear Student,

It's time to make arrangements for accommodated final exams! The deadline to request in-person accommodated exams is **April 1, 2022**, and online accommodated exams should be discussed with instructors as soon as possible.

AEC will provide in-person testing services for in-person final exams. Accommodated online exams will continue to be set up and administered via Canvas.

You can find step-by-step instructions and details on using testing accommodations on AEC's [Testing FAQs webpage](#).

ACCOMMODATED ONLINE FINAL EXAMS

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

If you need a space to take an online exam, SJSU has [designated locations on campus for student study and workspace purposes](#). Building locations can be found on the campus map.

Students should discuss online final exam accommodations with faculty as soon as possible.

Accommodations for online final exams must be requested **AT LEAST 5 business days** before the scheduled exam.

Steps for Scheduling Online Accommodated Final Exams

- Discuss plans and logistics for how accommodated final exams will be administered with your instructors (e.g., scheduling conflicts with other scheduled final exams, what platform the exam will be administered on, how to contact them if you have questions during the exam)
- Email faculty to remind them of your exam accommodations at least 5 business days before each exam.
- If you log on to an online exam and your time has not been extended: Log out of the exam immediately and email your faculty to inform them of the issue.
- If your instructor is not able to extend your time or they do not respond, email aec-exams@sjsu.edu and AEC will assist. AEC Testing Hours are Monday - Friday from 8 am - 5 pm. Emails received after hours will be answered the next business day. Do not attempt to take your exam until your faculty and/or AEC have communicated with you to confirm your time has been extended.

For a visual guide, refer to our [Steps for Using Testing Accommodations flowchart](#).

ACCOMMODATED IN-PERSON FINAL EXAMS

For the health and safety of staff and students, AEC will administer in-person final exams in a block seating format. All exams will begin at the block start time. This 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. Block seating start times correlate to students' prescribed extended time.

Final Exam Dates:

- Wednesday 5/18
- Thursday 5/19
- Friday 5/20
- Monday 5/23
- Tuesday 5/24
- AEC will not administer any in-person exams on Study Day (Tuesday, 5/17), weekends (Saturday, 5/21 - Sunday, 5/22), or Make-Up Day (Wednesday, 5/25).

Block Seating Times for Spring 2022 Final Exams:

- Exams with 1.5x Extended Time: 9:30 a.m. - 12:30 p.m. and 1:30 - 4:30 p.m.
- Exams with 2.0x Extended Time: 8:00 a.m. - 12:30 p.m. and 1:30 - 6 p.m.

AEC Testing Locations:

You will be assigned to test in Industrial Studies 223 (AEC's Testing Office), King Library 230 (AEC's Center for Accessible Technology), OR another AEC-arranged location depending on space availability.

- You will be notified of your assigned testing location 2 business days prior to each exam.
- You may be assigned to different AEC Testing locations for each exam.
- You can familiarize yourself with AEC's Testing locations using the [SJSU Campus Map](#).
- **Always check MyAEC to check your assigned location before each exam.** Students are expected to report to the correct location on time.

Instructor Support of AEC Block Seating Times

AEC's Block Seating Times mean students with accommodated exams will likely test at a different time than the class. AEC has asked faculty to be flexible with students so they can take accommodated exams during AEC's Block Seating Times. **Students must meet with faculty in advance** to discuss academic scheduling conflicts and determine appropriate testing arrangements (such as testing on a different day than the class if needed).

Note: If you have in-person and online final exams that conflict with each other, scheduling priority will be given to your in-person exams.

Faculty can choose to administer testing accommodations themselves using AEC-

approved alternatives. In these cases, students and faculty should discuss arrangements for alternatives in advance.

Steps for Scheduling In-Person Accommodated Exams:

- Contact faculty to discuss plans and logistics for how in-person accommodated final exams will be administered (e.g., conflicts with other scheduled final exams and what platform(s)/equipment are required for the exam).
- Submit Test Accommodation Forms for in-person final exams by **April 1, 2022**. For step-by-step guidance on how to submit a Test Accommodation Form, please refer to this [tutorial video](#). Test Accommodation Forms will show as "processing" until AEC confirms your request.
- If you need to schedule a final exam on a different day due to conflicts with other final exams, you must discuss this with your faculty first to receive approval. Then, forward aec-exams@sjsu.edu an email showing your instructor approved you to test on a different day or ask your instructor to email us their approval directly.
- AEC will send you a confirmation email and update your request in MyAEC to "approved." Final exam locations will be finalized 2 days prior to exam dates. Check your AEC testing reminder email OR your testing request in myAEC to check your assigned location.

Student Test Accommodation Forms submitted after April 1st will be placed on a waitlist and scheduled if space becomes available. Waitlisted Test Accommodation Forms may not be approved until the day of the exam, depending on if/when availability opens up.

For a visual guide, refer to our [Steps for Using Testing Accommodations flowchart](#).

Faculty Test Accommodation Forms

Students can submit Student Test Accommodation Forms regardless of whether the Faculty Test Accommodation Form has been completed.

If your instructor has not completed the Faculty Test Accommodation Form yet, your Test Accommodation Form request will be highlighted in red along with the statement, "Instructor Has Not Submitted Test Accommodation Form." AEC will remind faculty to fill out their Test Accommodation Forms. You are welcome to remind them too.

AEC will send information about attending in-person accommodation exams closer to finals week. Be sure to check your email regularly.

Note: AEC Testing processes are subject to change depending on factors such as safety and administrative needs.

If you have any questions, please contact AEC Testing at aec-exams@sjsu.edu or (408) 924-6234.

We wish you all the best on your final exams!