

AEC Testing

Fall 2022 Finals Information

AEC will continue to support the administration of accommodated exams for Fall 2022 final exams.

AEC's Alternative Testing Center is open to administer accommodated exams for classes with in-person exams. Remote online exams will remain online.

Check your SJSU email and [MyAEC](#) portal regularly to stay up-to-date on important information about testing accommodations. If you have questions or concerns, please contact AEC Testing at aec-exams@sjsu.edu.

Online Final 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.

To schedule online final exams, students must:

1. Contact faculty of record for each course to discuss prescribed testing accommodation(s) and final exam arrangements. **This should be done well in advance of final exams.**
2. Email faculty directly at least 5 business days before each exam to confirm they will receive their prescribed extended time.

Note: In the event the prescribed extended time has **not** been provided for a remote online exam, the student should log out of the exam immediately and email the instructor to inform them of the issue. If the instructor is not able to extend the student's time in Canvas or does not respond, the student should email AEC Exams at aec-exams@sjsu.edu for support.

For additional information, refer to the [Alternative Testing Flowchart](#) and our [Final Exam FAQs](#).

In-Person Final Exams

AEC Testing will administer accommodated final exams ONLY for classes with in-person final exams.

Masks are strongly recommended in all AEC Testing locations.

Alternative Testing Center Information:

Finals Week Testing Hours:

- Wed 12/7 (Study Day): CLOSED
- Thurs 12/8: 8 AM - 7 PM
- Fri 12/9: 8 AM - 7 PM
- Mon 12/12: 8 AM - 7 PM
- Tues 12/13: 8 AM - 7 PM
- Wed 12/14: 8 AM - 7 PM
- Thurs 12/15: CLOSED*

Wed 12/7	Thurs 12/8	Fri 12/9	Sat/Sun	Mon 12/12	Tues 12/13	Wed 12/14
CLOSED STUDY DAY	8 AM - 7 PM	8 AM - 7 PM	CLOSED	8 AM - 7 PM	8 AM - 7 PM	CLOSED MAKE-UP DAY*

* Make-up exams must be arranged directly with instructors and/or the [SJSU Testing Office](#).

Final Exam Locations:

AEC uses multiple locations for final exams to accommodate the number of students testing with us. Students will be informed of their assigned location before each final exam (via MyAEC and reminder emails).

- Industrial Studies (IS) 222 & 223
- King Library (MLK) 230
- Administration (ADM) 110
- Other locations as needed

Finding Our Locations:

Please refer to the [Campus Map](#) for guidance.

We also have virtual tours of our most-utilized testing locations to help you find them!

- [Industrial Studies 223](#)
- [MLK Library 230](#)

Talking to Instructors

The AEC has asked instructors to be supportive of students who request alternate testing dates/times due to academic conflicts. **Students should meet with instructors early in the semester** to discuss potential final exam conflicts and determine appropriate arrangements. Academic conflicts include:

- Final exam times that start/end outside AEC Testing's hours
- Final exam times that conflict with each other
- Being scheduled for **3** or more final exams on the same day

To schedule accommodated in-person exams, students must:

1. Contact faculty of record for each course to discuss prescribed testing accommodation(s) and arrangements for final exams. (Faculty will electronically complete the Faculty Test Accommodation Form to inform AEC of exam details/instructions).
2. Submit a Test Accommodation Form in MyAEC for each final exam by **11/1/22**. (Test Accommodation Forms will show as "processing.")
3. Check MyAEC when AEC sends out approval notices (about 1 week before finals week) to view final exam dates/times.
 - If a location is not listed in MyAEC at that time, AEC will update the location before the exam date and send you an email with the information.

For a visual guide, refer to the [Alternative Testing Flowchart](#) provided in our [Frequently Asked Questions](#).

How to Check Exam Requests in MyAEC (In-Person Exams Only)

You can check the status of exam requests at any time in MyAEC. To do so,

1. Log into MyAEC.
2. Click on the Alternative Testing tab in the left-side menu.
3. Exam requests are listed under the section "UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM." You can check the requested exam date/time, status of request, location, and approved accommodations.

Status/Location:

- If status is "Processing:" AEC has received your request and will confirm required information before the exam date.
- If status is "Approved:" You are scheduled to test with AEC on the specified date/time.
- Note: Your assigned location may be listed as "TBD (To be determined)." This means you are scheduled to test with us; we just haven't assigned specific locations yet. Check MyAEC and your reminder email the day before the exam to see your assigned location.

Late Final Exam Requests (In-Person Exams Only)

Test Accommodation Forms submitted after 11/1/22 will be placed on a waitlist and scheduled based on space availability.

Waitlisted Test Accommodation Forms may not be approved until the day of the exam, depending on if/when availability opens up.

If you registered with AEC after the 11/1/22 deadline, check your email for a message with instructions for how to submit your Test Accommodation Forms accordingly.