

Fall 2022

Alternative Testing Processes for Instructors

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

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

Instructors can view all student accommodations for their classes anytime in the [MyAEC Faculty Portal](#). Our [Faculty FAQs](#) provide detailed information about administering accommodations and working with students.

Administering 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.

For instructions on how to provide extended time on Canvas exams, please refer to the following resources:

- [Canvas Tutorial](#)
- [Canvas Quiz Settings](#)
- Additional information about online [Teaching Tools](#) is available from [E-Campus](#).

Scheduling Online Accommodated Exams

Students are instructed to:

- Request their accommodations in MyAEC each semester
- Discuss their testing accommodations with their instructors in advance
- Email instructors at least 5 business days before each exam to remind instructors/confirm their extended time.

Student processes for requesting and scheduling testing accommodations are outlined in our [Student Testing FAQs](#).

Administering IN-PERSON Accommodated Exams

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

Alternative Testing Center Information:

Hours: Monday - Thursday 8:30 a.m. - 7:00 p.m, Friday 8:30 a.m. - 5 p.m. (excluding University holidays)

Open for Testing: August 19 (first day of the semester) - December 14, 2022 (last day of finals) AEC does not administer exams on weekends, Study Day (December 7) or Make-Up Day (December 15).

Locations: Industrial Studies (IS) 223 & King Library (MLK) 230. Refer to the [Campus Map](#) for guidance. Students will be informed of their assigned location for each exam in advance via their MyAEC email.

AEC Supports students who request alternate testing dates/times due to academic conflicts. **Students should meet with instructors early each semester** to discuss potential academic conflicts and determine appropriate arrangements. Academic conflicts include:

- Class times that start/end outside AEC Testing's hours
- Other classes that would overlap with a student's prescribed extended time

Potential solutions may include:

- The student starting the exam earlier or later than the class to ensure they can attend all their other classes while receiving their full extended time
- The student testing on a different day than the class
- The instructor administering the accommodated exam using AEC-approved alternatives

Test Accommodation Forms

Instructors must submit a Test Accommodation Form in MyAEC for each in-person course a student requests testing accommodations for (if exams will be administered in-person). Instructors will receive links to the Test Accommodation Form in Faculty Notification Letters for students with testing accommodations.

Test Accommodation Forms allow instructors to provide all exam instructions for the semester in one convenient place. This enables AEC Testing to properly administer accommodated in-person exams with minimal work from instructors.

To complete the forms:

- Step 1: Students should meet with you to discuss their testing accommodations and appropriate plans/arrangements.
- Step 2: After meeting with each student, refer to their Faculty Notification Letter. Click on the link located in the red box to access the Test Accommodation Form for the student.
- Step 3: Enter the requested information for **ALL** quizzes, midterms, exams and final exams (i.e., dates, times, standard time limits, and allowed aids such as notes or calculators).
- Step 4: **Enter any changes/updates to exam instructions throughout the semester in the [MyAEC Faculty Portal](#) or email aec-exams@sjsu.edu.**

Note: If you approve a student to test at different times/dates than the class due to academic scheduling conflicts, you can note this in the exam details. (ex: "Student may test at an earlier time on the same date if needed," etc.). Otherwise, AEC Testing requires separate written approval from instructors before we will schedule a student to test on a different day/time than listed in the Faculty Test Accommodation Form. Written approval can be sent to aec-exams@sjsu.edu.

Scheduling Accommodated In-Person Exams

Students are instructed to:

- Request their accommodations in MyAEC each semester
- Discuss their testing accommodations with their instructors in advance
- Submit a Test Accommodation Form in MyAEC for each exam/quiz at least 5 business days before the scheduled exam date.
- Ask their instructors to send written approval to aec-exams@sjsu.edu if the student requests to test on a different day/time than listed in the Test Accommodation Form.

Student processes for requesting and scheduling testing accommodations are outlined in our [Student Testing FAQs](#).

Alternatives to AEC Testing

Instructors may choose to administer accommodated exams themselves if they prefer. Instructors must discuss this with students in advance to make arrangements.

Arrangements may include:

- Instructor proctors exam(s) with prescribed testing accommodations
- Instructor enlists the aid of their department to administer the exam with prescribed testing accommodations
- Instructor utilizes the proctoring services of the [University Testing Office](#) with prescribed testing accommodations

Support from AEC

Please contact AEC Testing at aec-exams@sjsu.edu or (408) 924-6234. You can also refer to our [Faculty FAQs](#) for more information about administering accommodations and working with students.

If students are uncertain about how to schedule or use their testing accommodations, please direct them to AEC's [Student Testing FAQs](#) and encourage them to contact us directly.

AEC encourages students to work directly with instructors whenever possible to promote effective communication. Please know we are happy to consult with you about questions or concerns you have.