

Fall 2022 Alternative Testing Processes for **Students**

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.

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 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.

To schedule accommodated online exams, students must:

- Contact faculty of record for each course to discuss prescribed testing accommodation(s) and the administration of course exams.
- Email faculty directly at least 5 business days before each exam to confirm they will receive their prescribed extended time. Note: Faculty are not required to respond to these reminder emails.
- Note: In the event a student's 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 a visual guide, refer to the [Alternative Testing Flowchart](#) provided in our [Frequently Asked Questions](#).

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:

Masks remain a requirement in all AEC Testing locations. Every student must wear a mask (surgical, N95, or KN95) covering their nose and mouth at all times in AEC Testing locations.

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.

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 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

To schedule accommodated in-person exams, students must:

- 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 for each exam/quiz at least 5 business days before the scheduled exam date. Refer to our Test Accommodation Form Tutorial for instructions. Note: Test Accommodation Forms will show as "processing" until the AEC confirms your request.
- AEC will email you before the exam to confirm your testing date, time, and location.

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