

Dear Student,

Please read this information thoroughly. AEC's process for the administration of final exams has been modified in support of [SJSU's Campus Repopulation Plan](#).

In accordance with [COVID-19 Industry Guidance: Institutions of Higher Education \(9.30.2020\)](#), [COVID-19.CA.GOV: Blueprint for a Safer Economy \(updated 3.16.2021\)](#), and the [SJSU Adapt Plan](#), AEC developed a layered approach to COVID-19 safety, with numerous strategies to reduce the risk of COVID-19 transmission. Our top priority is to keep our students, staff, faculty, and campus community as safe as possible. Our approach includes delivering accommodated final exams in a safe, socially-distanced manner.

The 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.

INFORMATION ABOUT ACCOMMODATED IN-PERSON FINAL EXAMS

For the health and safety of our staff and students, AEC will be administering in-person final exams in a block seating format, with specific start times for each block. Exams will ONLY be administered during scheduled times. Block seating start times and locations correlate to the amount of extended time you are prescribed. This is imperative to control population density and allow for proper disinfection and airing of our testing locations.

AEC's Block seating schedule and locations for Fall 2021 Final Exams are:

- Dates: Wednesday 12/8, Thursday 12/9, Friday 12/10, Monday 12/13, and Tuesday 12/14
- Block Times for Exams with 1.5x Extended Time: 9:30 a.m. - 12:30 p.m. and 1:30 - 4:30 p.m.
- Block Times for Exams with 2.0x Extended Time: 8:00 a.m. - 12:30 p.m. and 1:30 - 6 p.m.
- Locations: Final exam locations will be finalized 2 days prior to exam dates. Check your AEC testing reminder emails OR your testing request in MyAEC to check your assigned location. Remember, AEC's Testing locations are Industrial Studies 223 (AEC Testing Office) and MLK Library 230(AEC Center for Accessible Technology).

How to Schedule In-Person Accommodated Final Exams

Students must submit Test Accommodation Forms for final exams no later than **November 1, 2021**. For step-by-step guidance on how to submit a Test Accommodation Form, please refer to this [tutorial video](#).

Test Accommodation Forms submitted by students after November 1st will be placed on a waitlist and scheduled if space becomes available. Waitlisted Test Accommodation Forms may not be changed from pending to "approved" until the day of the exam, depending on if/when availability opens up.

Note: It is okay if Faculty Test Accommodation Forms are not completed by faculty by November 1, 2021, as long as students submit their forms by November 1, 2021. (See “Faculty Test Accommodation Forms” section below.)

AEC has asked faculty to be supportive of students who request alternate testing dates/times due to AEC’s Final Exams Testing Blocks and/or in consideration of students’ academic schedules. Faculty may choose to administer testing accommodations themselves using AEC-approved alternatives.

Students are responsible for the following steps:

- Step 1: Contact faculty to discuss plans and logistics for how in-person accommodated final exams will be administered, such as any conflicts with other scheduled final exams and what platform(s)/equipment are required for the exam.
- Step 2: Submit Test Accommodation Forms for in-person final exams by November 1, 2021. For step-by-step guidance on how to submit a Test Accommodation Form, please refer to this [tutorial video](#). Note: Test Accommodation Forms will show as “processing” until AEC confirms your request.
- Step 3: Once your request is confirmed, 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.

Faculty Test Accommodation Forms

If your faculty member 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 help remind them too.

Things to Remember:

- 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.
- AEC will not administer any in-person exams on Study Day (Monday, December 7, 2021), weekends (Saturday, December 11- Sunday, December 12, 2021), or Make-Up Day (Wednesday, December 15, 2021).
- If you have both in-person and online final exams, priority will be given to your in-person exams. Faculty have been informed of this and asked to be supportive of students who request different times for online final exams due to in-person exam scheduling needs.
- AEC is only providing in-person services for in-person exams. 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.

INFORMATION ABOUT ONLINE ACCOMMODATED FINAL EXAMS

Accommodations for online final exams should be requested AT LEAST 5 business days before the scheduled exam. However, AEC encourages students to request and confirm online final exam accommodations as soon as possible.

How to Schedule Online Accommodated Final Exams

- Step 1: Discuss plans and logistics for how accommodated final exams will be administered with your instructors as early in the semester as possible. Similar to regular exams throughout the semester, you should discuss details such as any conflicts you have with other scheduled final exams, how the exam will be administered (e.g., what platform), and what setup you will need (e.g., camera facing you at all times, additional device to log in to Duo, etc.)
- Step 2: Email faculty to remind them of your exam accommodations at least 5 business days before each exam.

What to do if you log on to an online exam and your time has not been extended:

- Step 1: Log out of the exam immediately and email your faculty to inform them of the issue.
- Step 2: If your faculty is not able to extend your time or they do not respond, email aec-exams@sjsu.edu and AEC will assist.
- AEC Testing Hours for Fall 2021 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.