

Dear Instructor,

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).

Student Responsibilities for Scheduling 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, students can 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 have been instructed to follow these 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 Responsibilities for Administering Accommodated Final Exams

AEC supports that final exams be taken as close to the standard scheduled date/time as possible. However, we request your support for students who request alternate testing dates/times in order to match AEC’s testing blocks and/or due to conflicts with other scheduled final exams.

Faculty may choose to administer testing accommodations themselves using AEC-approved alternatives. Faculty should discuss plans to administer testing accommodations themselves with students ahead of time to make appropriate arrangements and confirm the student’s accommodations are being provided.

Faculty are responsible for the following steps:

- Step 1: Discuss plans and logistics for how in-person accommodated final exams will be administered, such as which AEC block time(s) the student can schedule their final exams for and what platform(s)/equipment are required for the exam. Students should initiate discussions, but faculty are welcome to reach out to them as well.
- Step 2: When you receive an email from AEC asking you to complete the Test Accommodation Form for the student's final exam request, please complete it and include any important information asked for on the form (e.g., allowed aides, special notes, etc.)
- Step 3: If applicable, send AEC the student's testing materials by submitting them with the Test Accommodation Form, emailing them to aec-exams@sjsu.edu, or dropping them off to Industrial Studies 223 (Monday-Friday 8 a.m. - 5 p.m.). If the exam will be administered online, send AEC any necessary passwords or instructions needed for the student to access the exam.

Instructions for Completing Faculty Test Accommodation Forms

Faculty must complete multiple Test Accommodation Forms each semester:

- **FIRST**, faculty must complete the Test Accommodation Form sent in each student's Faculty Notification Letter. This "initial" Test Accommodation Form provides AEC with important information for how to administer exams throughout the semester. Students are able to submit Test Accommodation Forms for exams/quizzes even if faculty have not yet completed the initial Test Accommodation Form, but the form should be completed as soon as possible.
- **SECOND**, faculty must complete a Test Accommodation Form for each test/quiz request the student submits throughout the semester. These forms provide AEC with information and materials for each specific quiz/exam.

If you have not yet completed the initial Test Accommodation Form for the student this semester, please make sure to do so. Then, you will receive emails to complete Test Accommodation Forms for individual exams (including final exams).

Please note: If you have not yet completed the initial Test Accommodation Form, the student will see their Test Accommodation Form request highlighted in red along with the statement, "Instructor Has Not Submitted Test Accommodation Form." When students see this message, they may contact you to remind you to fill out the form.

Things to Remember:

- 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).

- AEC is only providing in-person services for in-person exams. If students contact you with concerns about where to take online exams, you can refer them to these [locations on campus for student study and workspace purposes](#). Building locations can be found on the [campus map](#).

INFORMATION ABOUT ONLINE ACCOMMODATED FINAL EXAMS

This semester, instructors have provided testing accommodations for online exams via Canvas/Respondus. This will continue for Fall 2021 finals.

SJSU has provided instructors with approved services for administering and proctoring online exams. Examples include Canvas and Respondus. Instructors can access information about each service [here](#).

Instructors can also contact SJSU's [E-Campus](#) for support with Canvas and university-approved proctoring services. For instructions on setting up exams with extended time accommodations, instructors can use the following Canvas tutorials:

- [Once I publish a timed quiz, how can I give my students extra time?](#)
- [Canvas Quiz Settings](#)

Student Responsibilities for Scheduling 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.

Students have been instructed to follow these steps:

- 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 divide 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.

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

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

Thank you for all your work and support with administering accommodated exams! We wish you a smooth finals week and a wonderful break.