

Dear Student,

The Accessible Education Center (AEC) welcomes you to the Fall 2021 semester!

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](#), **the AEC has carefully designed a safety process to support courses designed to have scheduled in-person proctored exams only.** AEC developed a layered approach to COVID-19 safety, with several strategies to reduce the risk of COVID-19 transmission.

We ask that you read this information thoroughly, as AEC's Testing process for the administration of exams was modified in support of [SJSU's Campus Repopulation Plan](#). Our top priority is to keep our students, staff, faculty, and campus community as safe as possible.

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

If you haven't done so already, you must request your accommodations in [MyAEC](#) each semester. Our [tutorial video](#) provides step-by-step instructions on how to do so. Once you have requested your accommodations, the AEC will send Faculty Notification Letters to faculty. The AEC will begin sending out Faculty Notification Letters by 5 pm on August 17, 2021.

Exams must be administered in the same manner and version as the class. Therefore, the following processes apply:

ACCOMMODATED ONLINE EXAMS

Online exams will remain online and must be administered with the prescribed extended time stated in the Faculty Notification Letter.

Students are responsible for the following steps:

- Step 1: Students must contact faculty of record for each course to discuss prescribed testing accommodation(s) and the administration of course exams.
- Step 2: Students must email faculty directly at least 5 business days (3 business days for summer/winter session) before each exam to remind them of their testing accommodations. Note: Faculty are not required to respond to these reminder emails.
- In the event a student's extended time has not been provided, the student should log out of the exam immediately and email the faculty to inform them the extended time has not been provided. If the faculty 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.

ACCOMMODATED IN-PERSON EXAMS

AEC Testing is open to support the administration of accommodated exams for courses with **scheduled in-person proctored exams only**. Students must schedule exams with the AEC in advance.

For the health and safety of our staff and students, the following processes apply:

NEW: AEC Testing Center Hours: Monday - Friday from 8 am - 5 pm. The AEC now has two testing locations: IS 223 & MLK 230.

NEW: Exams will be administered in a block seating format, with specific start times for each block. Block seating is imperative to control population density and allow for proper disinfection and airing of our testing locations. **Exams will ONLY be administered during scheduled times.**

AEC will offer 2 block seating times daily:

- Morning Block: 8:30 - 11:00 am. All exams will begin at 8:30 am.
- Afternoon Block: 1:00 - 3:30 pm. All exams will begin at 1:00 pm.

The block seating testing schedule means AEC will be unable to support the administration of exams to match the date and time of each course. **Students must meet with faculty after requesting testing accommodations to discuss possible academic scheduling conflicts and determine appropriate testing arrangements in advance.**

The AEC has asked faculty to be supportive of students who request alternate testing dates/times due to AEC's Testing hours 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: 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.
- Step 2: Students must submit a Test Accommodation Form for each exam/quiz at least 5 business days before the scheduled exam date (3 business days for Summer/Winter sessions). For step-by-step instructions on how to submit Test Accommodation Forms, refer to AEC's YouTube Tutorial Video, [MyAEC How](#)

[To Submit A Test Accommodation Form.](#) **NEW:** Test Accommodation Forms will show as “processing” until the AEC confirms your request. Requests will be processed within 48 hours. Once processed, the AEC will email confirmation of exam locations: IS 223 or MLK 230.

- Step 3: **NEW:** The AEC will send out email reminders the business day before each scheduled exam. Reminder emails will include the confirmed exam date, time, location, and other important information.

Note: Requests for final exams have a different deadline and must be submitted by November 1, 2021 (at least 6 weeks before the exam date).

NEW: Unless stated on the completed Test Accommodation Form or requested by the student, paper copies will not be provided for exams that are electronically delivered to the AEC by faculty. Students will be provided with an electronic document in which to record their answers.

CHECK-IN PROCESS FOR IN-PERSON EXAMS

- Report to your assigned testing location (IS 223 or MLK 230) no earlier than 15 minutes prior to your scheduled AEC exam time. [SJSU Campus Map](#)
- You **MUST** have photo identification.
- Wear a surgical mask covering your nose and mouth at all times. (Students arriving in non-surgical masks will be provided appropriate masks by AEC.)
- Leave all personal belongings at home or in a secure location. **Only bring approved material and/or aids to the testing locations (e.g. pen, pencil, permitted tools such as a calculator).**
- Line up at the designated location outside your assigned testing location, observing social distancing policies.
- AEC staff will check students in at the front desk one at a time. Be prepared to present your photo ID.
- AEC staff will direct you to your seat. Do not begin your exam until directed to do so.