

Did you submit your FINAL EXAM REQUEST ?

No. 😞

I requested a seat AFTER the Nov. 1st deadline

- Login to MyAEC and submit a request for the day and time of your class's final.
- Check your email December 4th for final approval and locations.
- If there is no availability, you will be testing with your class-- in the same room with no accommodations.

Yes, and/but

I requested a seat AFTER the Nov. 1st deadline

- This is considered a "late request," so you've been put on a waitlist. Email your instructor.
- Check your email everyday for request status.*
- If there is no availability, you will be testing with your class-- in the same room with no accommodations.

I requested a seat before the deadline

- Great!
- Make sure you check in to the testing center at least 15 minutes before the start time of your test.

I have a question:

Two of my exams overlap due to my accommodation. What do I do?

- You will take the earlier exam as scheduled with your accommodations.
- Then, you will be allowed a short break before you take your second exam with your accommodations.
- 3 or more finals in a 24-hour period? You have through 11/18/2024 to request an alternative testing date. For one of your finals. Send a written confirmation from your instructor to aec-exams@sjsu.edu for final approval.**

* Late requests might not be approved. Updates to your request might mean one of the following:

- The AEC has **no available seats**, so you need to make an alternative testing plan with your instructor.
- The AEC **has an available seat**, but it is for a different day/time. The AEC needs your instructor's written permission (Email is acceptable) that you can take the exam on a different day and time. Without written proof, you have to take the exam with your class without a time extension or (potentially) other accommodations.

** View the Alternative Testing Guide for additional information: bit.ly/3NUH5VI

Please use the [campus map](https://bit.ly/303nAuj) (bit.ly/303nAuj) to help you find your assigned testing location. The AEC uses multiple locations throughout campus.

