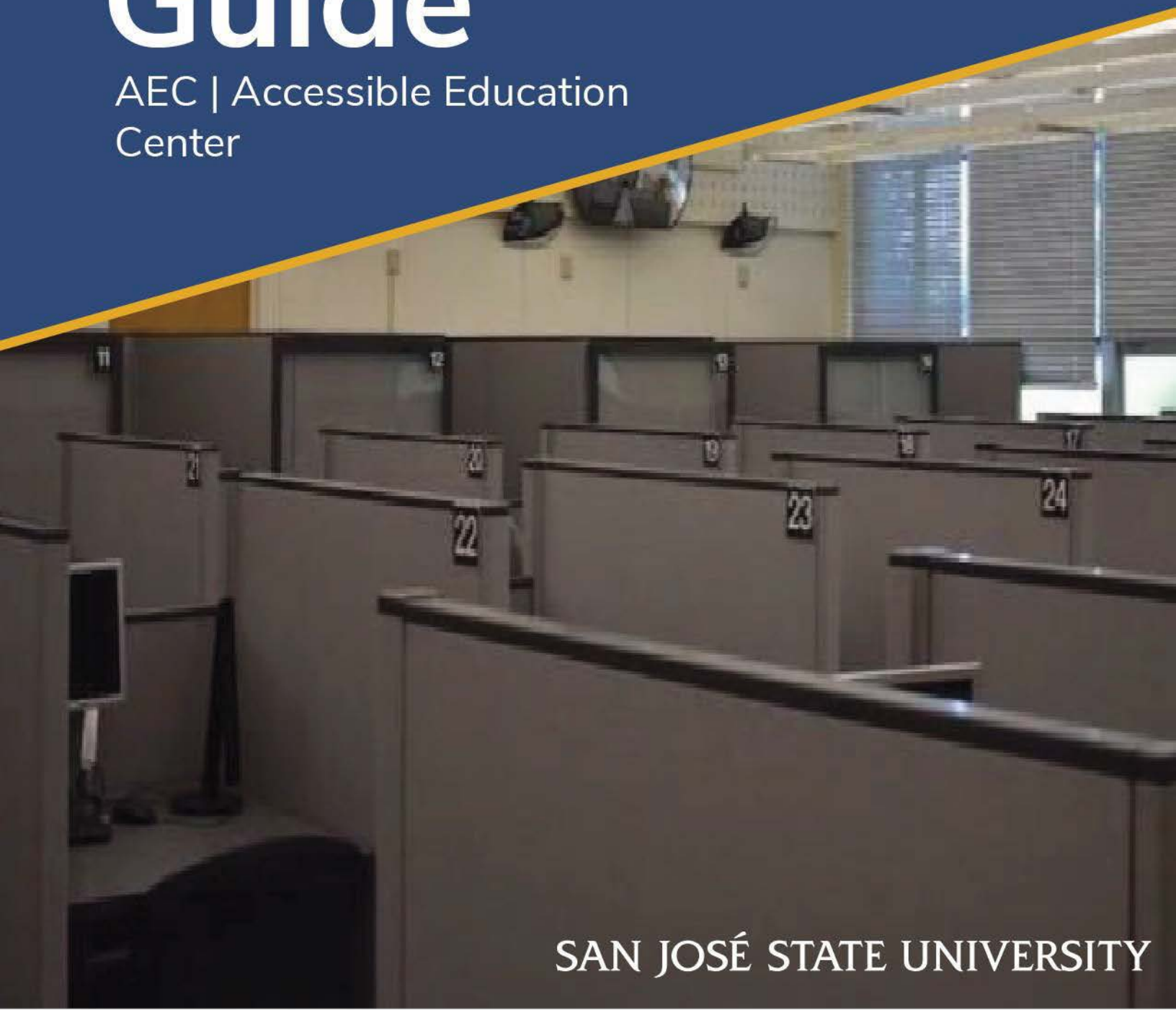




Alternative Testing Guide

AEC | Accessible Education
Center



SAN JOSÉ STATE UNIVERSITY

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Alternative Testing Center Information

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Industrial Studies (IS) 223

Additional testing locations will be announced as needed.

Hours

AEC Testing hours are:

Monday - Thursday from 8:30 am - 6:30 pm and Friday 8:30 am - 5 pm.

How to Contact Us

Email: aec-exams@sjsu.edu

Phone: (408)924-6234

Helpful Resources

- [Testing Accommodations Page](#)
- [FAQs Faculty FAQs](#)

Testing Accommodations Overview

In-person exams:

- are administered in AEC's Testing Center
- must be scheduled in MyAEC at least 3 business days in advance

Remote online exams (i.e., Canvas exams not administered in class):

- will be taken remotely (not proctored in AEC's testing center)
- should be set up in Canvas with extended time

Exam Times

AEC will now ONLY proctor accommodated exams at the same date/time the class is scheduled to test.

Exceptions will be considered only for disability-related or academic scheduling conflicts.

Disability-related conflicts will be reviewed by AEC and communicated to faculty as needed.

Academic conflicts include:

- Other classes that would overlap with your extended time
- Classes/exams that occur outside of AEC Testing's hours of operation
- Exams/quizzes that would overlap with other parts of class (for example, a quiz given at the start of class that would cause a student to miss part of lecture)

If you have an academic conflict:

- Talk to your faculty to decide on an alternate time that is as close as possible to the class's scheduled exam date/time.
- Send written approval to aec-exams@sjsu.edu. You can forward us an email or ask your faculty to email us directly.

In-Person Request Deadlines

We strongly recommend that students schedule ALL exams, quizzes, midterms, and finals at the beginning of the semester. Students can modify or cancel requests later.

Fall and Spring Semester Deadlines:

- Regular exams, midterms, and quizzes: 3 business days in advance
- Final exams: November 1st (Fall) and April 1st (Spring)

Winter/Summer Session Deadlines:

- All exams (including finals): 3 business days in advance

Remote Online Exam Request Deadlines

- 3 business days before each exam (including final exams)

Late Exam Request Policy (for In-Person, Non-Final Exams)

If a student does not submit an in-person exam request on time (at least 3 business days prior to the exam date),

- **The AEC will not proctor the exam.**
- The student will need to test in class with standard time (no accommodations).
- Faculty are **not** required to proctor the student's extended time due to a missed deadline.

Late FINAL Exam Requests (In Person)

If a student does not submit final exam requests by 11:59 pm on November 1st (Fall) or April 1st (Spring),

- there is **no guarantee** the AEC will proctor the exam.
- they will be placed on a waitlist to receive a seat **if** one becomes available.

If a student has submitted a late final exam request, they should talk to their faculty to:

- Inform faculty they are on a waitlist and may need to test in class without accommodations.
- Ask faculty for permission to take the final exam at a different time than the class, if AEC seat availability allows. If they say yes, forward email proof to aec-exams@sjsu.edu. (Faculty are not required to approve.)

Then:

- Check students should check their email and MyAEC regularly for approval updates.
- An approval may come up to 1 hour before the scheduled final exam start time.
- **If the student does not receive an email or an approval in MyAEC, they should go to class. They will be testing without accommodations.**

Late Remote Online Exam Requests

If a student does not email faculty at least 3 business days before each remote online exam, there may be a disruption in their accommodations if faculty are unable to set it up.

Step-by-Step Student Guide

Overview of Steps

1. Read the "Testing Accommodations Overview" section (above) fully.
2. [Request your accommodations in MyAEC.](#)
3. Talk to your faculty to make plans for accommodated exams.
4. [Schedule each accommodated exam.](#)

Step 1: Request Accommodations in MyAEC

Completing this step will notify your faculty of your accommodations.

Video tutorial: [How to submit accommodation requests for a class](#)

Steps:

1. Log in to MyAEC with your SJSU ID and password.
2. From the homepage, click on "**Add request for classes**" inside the "**Accommodations Request**" box. *Note: You will see multiple boxes for each semester, select the current semester for requesting accommodations.*
3. In "**Step: Select Courses**", check the box next to each class you'd like to use accommodations in then "**Continue to next step**".
4. Select the accommodations you'd like to use for each class or check the "**Select All**" to select all accommodations and click "**Submit Requests.**" *Note: You can select all or some of your prescribed testing accommodations under "**Alternative Testing**".*
5. Notification letters will be emailed to you and your faculty.

Step 2: Check for Academic Conflicts

1. Read all your course syllabi fully.
2. Identify dates and times for all exams (including quizzes, midterms, and finals) and how they will be administered (in-person or remotely online, paper or Canvas, etc.).
3. Inform faculty of any academic conflicts (i.e., overlapping classes) or exam times that would conflict with AEC Testing's open hours.
4. Discuss alternate dates and/or times you can take the exam and send

email proof of faculty approval.

Reminder: Exceptions will be considered ONLY for disability-related or academic scheduling conflicts. If faculty approve you to test at a different time based on personal preference or any other reasons, they will need to proctor you themselves.

If you have a disability-related conflict, inform AEC and your faculty at least 2 weeks in advance. For unexpected/unpredictable disability-related limitations, contact AEC right away.

Step 3: Schedule Your Exams

In Person Exams:

You must schedule **each** exam (quiz, exam, midterm, final, etc.) in MyAEC.

Video tutorial: [How to Submit In Person Exam Requests](#)

Steps:

1. Log in to [MyAEC](#) with your SJSU ID and password.
2. Under "**Accommodations**" on the left side of the screen, select "**Alternative Testing.**"
3. Under "**Schedule an Exam,**" click the dropdown menu next to "**Select Course.**" Select the appropriate class and click "**Schedule an Exam.**"
4. Read the **Terms and Conditions** and click on the check mark to agree with the requirement that exams request must be submitted at least 3 business days prior to the exam date. *(Finals have a separate requirement.)*
5. If your faculty has already entered the exam details, you will see the exams listed under "**Upcoming Exams for this course**".
6. On the "**Exam Request**" Section, you can select the available exam dates by choosing from the drop-down list for faculty entered exams or "**The Exam I'm Scheduling is not Listed**" option. *Note: If you select a faculty entered exam date, the exam details will automatically populate for you.*
7. Select the exam type, the exam date, exam start time and enter the standard exam time you and your Faculty agreed upon, if entering the details manually.
8. Check the boxes for the accommodation(s) you would like to use under "**Services Requested**". Any additional information you want to provide can be added on the "**Additional note section**".
9. Ensure that all details filled are correct then submit the request by clicking on "**Add Exam Request**".

Note: If the class says, "Instructor has not submitted Faculty Notification Form," you can still submit exam requests. AEC will follow up with your faculty if needed to ensure they submit their form.

REMINDER ABOUT ALTERNATE TIMES:

If your faculty approves you to test at a different date/time (due to academic or disability related conflicts), you must forward proof of approval to aec-exams@sjsu.edu.

In-Person Exam Approvals, Changes, and Cancellations:

Once a request has been approved, students and faculty will receive confirmation emails with exam details, including the date, time, and location of the exam

To check details, modify, or cancel a request in MyAEC:

- Under “Accommodations” on the left side of the screen, click on “Alternative Testing.” All submitted exam requests will appear under “Upcoming Exam Requests(s) for the Current Term.”
- All submitted exam requests have “Modify Request” and “Cancel Request” buttons on the right side.
- Cancellations: If you no longer wish to take an exam with AEC, please cancel your request as soon as possible.

Remote Online Exam Requests:

Email your faculty **at least 3 business days before** each exam to confirm they will set up your extended time.

Failing to discuss arrangements in advance may disrupt the administration of accommodations.

Troubleshooting Online Exams

As soon as you log into a Canvas exam, check the time information on the right side of the page. Make sure the total time you have for the exam is correct.

Formula: Standard exam time x Extended Time = Total time
Example: 60 minutes x 1.5x = 90 minutes total

If your extended time has not been set up:

- Log out of the exam immediately and email the Faculty.
- Copy aec-exams@sjsu.edu on the email so we can provide support as needed.

- If the Faculty is not able to extend the time in Canvas or does not respond, call AEC Testing at 408-924-6234.
- If the exam occurs outside AEC Testing's hours of operation, AEC will contact you and the Faculty during open hours.
- Do not take the exam until your Faculty confirms your extended time has been adjusted.

If you are logged out of a Canvas exam before you receive your full extended time:

- Email the Faculty to inform them of the issue and what time you were logged out of the exam.
- Copy aec-exams@sjsu.edu on the email so we can provide support as needed.
- Your Faculty will work with you to make appropriate arrangements. AEC will consult with you and the Faculty as needed.

Instructor Guide

Exam Scheduling

Students must submit a Test Accommodation Form (TA) for each in-person exam they are requesting to take with AEC **at least 3 business days prior to the exam date.**

Exams must be scheduled at the same date/time that the class will be taking the exam.

The AEC will notify faculty of any exceptions made due to academic schedule or disability-related conflicts.

Faculty Test Accommodation Form (FTA)

Faculty must complete one Faculty Test Accommodation Form (FTA) for each course/section with in-person exams.

(No FTA is needed for remote or take-home exams.)

Each FTA must include details for **all** exams for the semester. The AEC will use details provided to hold students accountable to the same expectations of students testing in the classroom.

Information entered in the FTA serves as a contract between the student, faculty, and AEC.

To complete the FTA:

1. Select "**Alternative Testing**" under "**Home**" to go to alternative testing homepage.
2. The number of courses without an FTA will be shown under the "**Faculty Test Accommodation Form**"
3. Click on the blue link located in the FTA box to access the list of courses without FTA.
4. You can click on the red "**Specify**" button to fill FTA for a specific class or select multiple courses and click "Specify FTA in Bulk" button for multiple

classes.

5. Enter the requested information for ALL quizzes, midterms, exams and final exams (i.e., dates, times, standard time limits, and allowed aids such as notes or calculators).
6. Click on "**Submit and Continue to Specify Exam Dates**" once the form is filled.
7. Alternate times: If the standard start time for an exam conflicts with a student's class schedule or AEC Testing's hours of operation, please discuss other acceptable times for the student to test. Please list approved times in the Faculty Test Accommodation Form so AEC Testing can quickly process exam requests for alternate times.
8. Enter any changes/updates to approved start times or exam instructions in the [MyAEC Faculty Portal](#) or email aec-exams@sjsu.edu.

Specify Exam Dates:

1. In the Alternative Testing Overview, Faculty will see the number of courses without Exam Dates assigned. Faculty can select the link to view the list of courses without exam dates.
2. Select the class to add the exam date by clicking on "**View**"
3. Select "List Exam Dates" from the top menu. *Note: The menu can also be reached while filling out the FTA.*
4. Add the Exam type, Exam Date, Exam Start time and Standard length of Exam. Any additional note for the proctor can also be added under the additional note section.

Faculty Steps for Online Exams

Extended time for remote online exams will be set up by Faculty.

For instructions on how to provide extended time on Canvas exams, please refer to the following resources:

- -[Once I publish a timed quiz, how can I give my students extra time?](#)
- -[Canvas Quiz Settings](#)
- Additional Information about online [Teaching Tools](#) is available from [Center for Faculty Excellence and Teaching Innovation](#).

If a student's extended time has not been set up:

- The student should log out of the exam immediately and email the Faculty. 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.
- Faculty should adjust the student's extended time as soon as possible and inform the student when they can begin the test.

If the exam logs a student out before they receive their full extended time, they should:

- Email the Faculty to inform them of the issue and what time they were logged out of the exam. The student should copy aec-exams@sjsu.edu on the email so we can provide support as needed.
- Faculty should work with students to identify appropriate arrangements to ensure the student has their full extended time.
- Please contact AEC for consults if needed.

In-Person Canvas Exams:

- AEC will administer the exam with the prescribed extended time.
- **NEW: Please set up the Availability Windows in Canvas as such:**
 -
 - **For Availability Window, set the "Availability From" field to the class exam start time.**
 - **For Availability Window, set the "Availability Until" field to 11:59 pm on the class exam date.**
- The student will not receive any "extra" time, but the wider Availability Window will prevent them from being logged out early.
- AEC will also track their time on our end.

- Please refer to [this guide](#) for Canvas instructions.

Remote Canvas Exams:

- Students with accommodations should test remotely (not with AEC).
- Faculty must adjust two fields in order to properly set up extended time accommodations: Extra Time on Attempt and Availability Dates. If both fields are not adjusted for the student's prescribed extended time, the student will be logged out of the quiz/exam before they receive their full extended time.

Faculty can use the following Canvas tutorials for instructions on how to set up extended time accommodations.

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

[-Assign Adjusted Availability Date to specific Students](#)

Please note, each student's prescribed extended time may vary.

Alternatives to AEC Testing

Faculty can choose to administer in-person accommodated exams themselves if they prefer.

Faculty must discuss this with students in advance to make arrangements.

Arrangements may include:

- Instructor proctors exam(s) with prescribed testing accommodations.
- Instructor enlists the aid of their department to administer the exam with prescribed testing accommodations.

Faculty Portal

The Instructor Portal is a tool designed to assist you in managing approved accommodations for students who are enrolled in your classes. Faculty can view each student's notification letter in one place.

Only students who are registered with AEC for accommodations and who have requested their notification letters will appear in the Instructor Portal. You will still receive notification letters and any other notices via email.

Click [here](#) for AEC's Guide to the Faculty Portal.

[Faculty FAQs](#)

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