TESTING process for students registered with the AEC:

Step 1:
**Check to be sure you have a current notification letter.** If it has expired or needs to be updated, contact the AEC office at 541-346-1155 or uoaec@uoregon.edu and request a new one. You will need to make arrangements to stop by the AEC office to pick up your letter. (You are encouraged to meet with an advisor regularly to check in.)

Step 2:
At the end of your first class, **introduce yourself to the instructor as a student registered with the AEC.** Explain that you have a notification letter from the AEC and schedule a time to talk to the instructor during office hours.

When your instructor is ready to review your notification letter, **you and your instructor should try to figure out whether your accommodations can be met in the classroom.** For instance, an instructor might be able to accommodate extended time and reduced distraction on an exam if an adjacent office or empty classroom is located nearby. At the end of your conversation, **you and the instructor should reach an agreement about how your testing accommodations will be managed—either by the instructor or, if that is not feasible or comfortable for you, through the AEC testing office.**

Step 3:
If it is decided that you will need to test through the AEC office, you will need to schedule your exams online. Have your course syllabus on hand and log on to the AEC website: [aec.uoregon.edu](http://aec.uoregon.edu). Click the yellow button that says **Submit Your Exam Requests Online**—at the bottom of the menu on the left side of the page. It is a GREAT idea to submit requests for all of the exams for the course as soon as you get your syllabus. That way, you can be sure the requests are in the system and that time is reserved for your exam. If you need to make changes later, that is easier than having to file a late request for an exam.

**Requests are due 7 days before the exam! Requests for FINALS are due the Friday of Week 8.**

Step 4:
Fill out the exam request form **completely** and submit.

Step 5:
Confirmation of your scheduled exam will be sent to you and your instructor approximately one week before the scheduled exam date. If any changes need to be made, please let AEC Testing know.

Step 6:
Arrive at the Testing Center about 5 minutes before your exam is scheduled to begin. Testing Center staff will check you in, go over any instructions, and direct you to a seat. The staff will let you know when your time is up. They will collect your exam, and they will review exam return instructions.

If you have any questions about the AEC testing process, please contact:

Amber Goodman  
AEC Testing Coordinator  
Phone: 541-346-1074  
Email: aectesting@uoregon.edu