

Student Guide to Making Accommodated Testing Appointments on Clockwork

Testing & Assessment Center

Foothill College

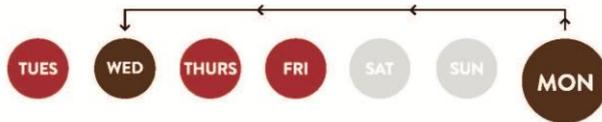
Fall 2016

Before You Make Your Appointment...

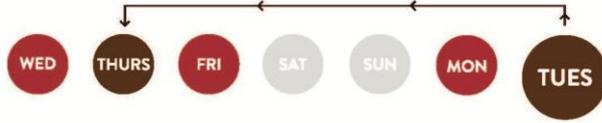
Testing & Assessment Center | Accommodated Testing

STUDENT RESPONSIBILITY:

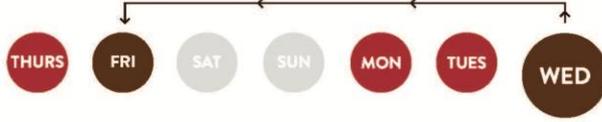
You must book Clockwork appointments **three business days** in advance of your instructor-approved exam date and time. **Final exams must be booked seven business days in advance.** Failure to book an appointment will result in a forfeit of testing accommodations and you will be required to take your exam in class.



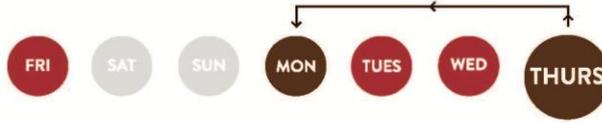
Ex. If your exam is on Monday at 2:00PM, book your appointment via Clockwork **before 2:00 PM Wednesday.**



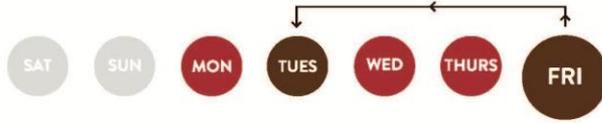
Ex. If your exam is on Tuesday at 9:00 AM, book your appointment via Clockwork **before 9:00 AM Thursday.**



Ex. If your exam is on Wednesday at 12:00 PM, book your appointment via Clockwork **before 12:00 PM Friday.**



Ex. If your exam is on Thursday at 10:00 AM, book your appointment via Clockwork **before 10:00 AM Monday.**



Ex. If your exam is on Friday at 4:00 PM, book your appointment via Clockwork **before 4:00 PM Tuesday.**

Contact | Testing and Assessment Center

650.949.7743

fhtesting@fhda.edu

Room 8212

foothill.edu/placement

M,Tu, 8 a.m.–6:30 p.m.

W, Th, 8 a.m.–4:30 p.m.

F, 8 a.m.–2:30 p.m.

Hours may vary during
summer session.

Sunnyvale Campus Testing Services

M, Tu, W, 10:30 a.m.–2 p.m., 4–7 p.m.

Th, 2–7 p.m.

F, 8 a.m.–2:30 p.m.

F, 10:30 am–12 p.m.

408.745.8025, sunnyvalesrc@fhda.edu, Room 211

- Speak to your instructor, gather exam information, review deadlines
 - Failure to meet appointment booking deadlines = student loss of testing accommodations
- You will then have to take your exam in class without accommodations!

Step 1: Login to Clockwork

- Visit [MyPortal](#) and login using your Student ID # and password.
- On the MyPortal student tab, scroll to the bottom of the page and click Clockwork

Clockwork Student Portlet ☐ ⬆ ✕



Clockwork provides online access for students to schedule accommodated quizzes/exams, schedule appointments with Disability Services staff members and view disability accommodation letters online.

Student Login

Step 2: Click 'Book a Test'

- Click the option with a picture of a book to make an accommodated testing appointment



[Main menu](#)

[log out](#)

Welcome to the Online Student Services

Note: If you are a new Foothill Disability Resource Center(DRC) student please start by clicking on the [Online Intake](#) icon below and complete the forms.



[Online Intake](#)



[My Schedule](#)



[Request Accommodations](#)



[Book a Test](#)



[Book an Appointment](#)



[Course Notes](#)

Step 3: Read the Welcome Page and Click 'Next'

- The welcome page provides important information you should know prior to booking your appointment



log out

Welcome

- [1. Select course](#)
- [2. In-class test date and time](#)
- [3. Choose Academic Adjustments & Auxiliary Aids](#)
- [4. Select your appointment date/time for the Testing & Assessment Center](#)
- [5. Confirm and complete](#)

Online Test Booking Module

Welcome to the Online Accommodated Test Booking module. Please be aware that your instructor will receive an email notification with the details of your test booking.

You will need to **Speak with your instructor first** to obtain the following information in order to successfully schedule your test:

1. The name of the course
2. The class test date, class start time and duration of the class test
3. Schedule TESTS/QUIZZES at least three (3) business/weekdays in advance or
4. Schedule FINAL EXAMS at least seven (7) business/weekdays in advance

Click the 'Next' button below to get started.

Next Cancel

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Step 4: Select the Course That You Would Like to Schedule A Test For

- Please refer to your sheet to make sure you are booking it **THREE** business days in advance
- Then click 'Next'



Welcome  [log out](#)

[Welcome](#)

1. Select course

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[5. Confirm and complete](#)

1. Select course

Please select the course you would like to schedule a test for from the list below.

Course Info

Course:



Step 5: In-Class Test Date

- Insert the date that you are going to be taking the exam EVEN if it is different than the in-class test date
- If you need to make a test appointment with the Testing & Assessment Center that does not fall on the same date and time as the in-class exam date and time, do the following:
 - Speak to your instructor and gain permission to take the exam at a different date and time.
 - Book the test appointment within Accommodated Testing Service hours. (see the Testing Hours on slide 17 and 18)

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Upgrade. Advance.

Welcome log out

[1. Select course](#)

2. In-class test date and time

[3. Choose Academic Adjustments & Auxiliary Aids](#)

[4. Select your appointment date/time for the Testing & Assessment Center](#)

[5. Confirm and complete](#)

2. In-class test date and time

Please specify when the test is taking place. Enter class test duration in minutes.

Specify a date and time

Date of class test:

Time of class test (eg. 9:30 am):

Class test duration in minutes:

[Select a previously submitted date and time](#)

[Previous](#) [Next](#) [Cancel](#)

Step 6: Enter in the Exam Time and Duration

- For the 'Class Test Duration in minutes' section, do NOT include your accommodated test time
- Only enter the in-class exam duration
- For example if the in-class duration of your exam is *1 hour* and you have 2x accommodated time, insert *60 minutes* as your class test duration

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Welcome  [log out](#)

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2. In-class test date and time

Please specify when the test is taking place. Enter class test duration in minutes.

Specify a date and time

Date of class test: 

Time of class test (eg. 9:30 am): 

Class test duration in minutes:



[Select a previously submitted date and time](#)



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Step 7: Selecting an Alternate Date and Time

- If your instructor has entered the testing appointment information **before** you made your appointment, you can click: Select a previously submitted date and time
- You can then view your instructor approved exam date and time, if applicable.

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Welcome

[1. Select course](#)

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[5. Confirm and complete](#)

2. In-class test date and time

Please specify when the test is taking place. Enter class test duration in minutes.

Specify a date and time

Date of class test:

Time of class test (eg. 9:30 am):

Class test duration in minutes:

[Select a previously submitted date and time](#)

Previous Next Cancel

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Step 8: Choose Your Accommodations

- Please **only check off** the accommodations that you will need for this particular test.



Welcome [User Name] . log out

[Welcome](#)
[1. Select course](#)
[2. In-class test date and time](#)
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[5. Confirm and complete](#)

3. Choose Academic Adjustments & Auxiliary Aids

Listed below are the Academic Adjustments & Auxiliary Aids that have already been approved for you by your counselor or DRC specialist. **ONLY** check off the Academic Adjustments & Auxiliary Aids that you feel are necessary for this test.

Available accommodations

*** NOTE: Only Academic Adjustments & Auxiliary Aids with a check will be used for your test booking.**

- Extended time for all exams & quizzes, including in-person or online exams & quizzes (1.5x)
- Low distraction testing environment

[Previous](#) [Next](#) [Cancel](#)

Step 9: Select Your Appointment Date and Time

- Available dates and times will be listed for your review.
- Your accommodated testing time automatically be included in your appointment time.



Welcome log out

[1. Select course](#)
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[5. Confirm and complete](#)

4. Select your appointment date/time for the Testing & Assessment Center

Please select a date and time that matches your scheduled CLASS exam. If your appointment date/time is different from the in-class scheduled test, you MUST contact and receive approval from your instructor prior to booking this appointment. Note: If you have questions about - your testing appointment contact the Testing & Assessment Center at fhtesting@fhda.edu or SunnyvaleSRC@foothill.edu. - your testing Academic Adjustments & Auxiliary Aids, contact your DRC Counselor - your exam (rules,duration, etc.) contact your instructor

Available dates & times

Note: if none of the dates/times below are possible for you then you have the option of calling or visiting us in person to see if alternate arrangements can be made.

Tuesday November 15 . 9:30 AM to 11:00 AM

A spot was found for you to write your test; please click the 'Next' button below to continue scheduling your test.

Step 6: Confirm Your Appointment

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Welcome  [log out](#)

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5. Confirm and complete

5. Confirm and complete

This test is not scheduled yet! Click 'Finish' to submit your test request.

Please verify that the class date and time are correct - the information below will be sent to your professor.

Your tentative test information

Tentative test date and time
Tue Nov 15, 2016 . 9:30 AM to 11:00 AM (1 h and 30 m)

Course information
AHS F200. LEC 01

Class test date / time
Tue Nov 15, 2016 9:30 AM (60 minutes)

*** Note: this is not your accommodated writing time**

Accommodations required
Extended time for all exams & quizzes, including in-person or online exams & quizzes (1.5x)

I acknowledge that the information I am submitting is correct to the best of my knowledge.

[Previous](#) [Finish](#) [Cancel](#)

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Error Messages

- If you encounter an error message during Step 9, please do the following:
 - Make sure you are attempting to book during accommodated testing service offerings (see slide 17 & 18).
 - Make sure that you did not include your extended accommodated (i.e. 1.5x or 2x) test time when entering the class test duration in Step 6.

Still having trouble booking your appointment?

- If you are still having trouble, contact the location where you would like to make your appointment.
 - Foothill Testing & Assessment Center
 - (p) 650-949-7743, (e) fhtesting@fhda.edu, Room 8212
 - Sunnyvale Center, Testing Services
 - (p) 408-745-8025, (e) sunnyvalesrc@fhda.edu, Room 211
- Be sure to contact us **early** so that you don't miss the test booking deadlines!

Recommended Practices

- At the beginning of each quarter:
 - Meet with your instructor during office hours or after class
 - Verify your quiz and test dates on your syllabus for each class
 - Book all of your testing appointments for the entire quarter
 - Don't forget about your final exams!

Who To Contact...

- Testing & Assessment Center
- Sunnyvale Center, Testing Services
 - Questions about your testing appointment
- Disability Resource Center (DRC)
 - Questions about your testing accommodations
 - Training for assistive technology

Contact Information

Foothill Testing & Assessment Center	Sunnyvale Campus, Testing Services	DRC
<p>Accommodated Testing Service Hours: Monday & Tuesday 8AM - 6:30PM Wednesday & Thursday 8AM - 4:30PM Friday 8AM - 2:30PM The Testing & Assessment Center does not provide extended services during finals week.</p>	<p>Accommodated Testing Service Hours: Monday, Tuesday & Wednesday 10:30AM - 2PM, 4 - 7PM Thursday 2 - 7PM Friday 10:30AM - 12PM</p>	<p>Monday & Tuesday 8AM - 7PM Wednesday & Thursday 8AM - 5PM Friday 8AM - 3PM</p>
<p>Email: fhtesting@fhda.edu</p>	<p>Email: sunnyvalesrc@fhda.edu</p>	<p>Email: lusan@fhda.edu</p>
<p>Phone: 650-949-7743</p>	<p>Phone: 408-745-8025</p>	<p>Phone: 650-949-7017</p>
<p>Location: 12345 El Monte Road, Los Altos Hills, CA 94022, Room: 8212</p>	<p>Location: 1070 Innovation Way, Sunnyvale, CA 94089, Room: 211</p>	<p>Location: 12345 El Monte Road, Los Altos Hills, CA 94022, Room: 5400</p>