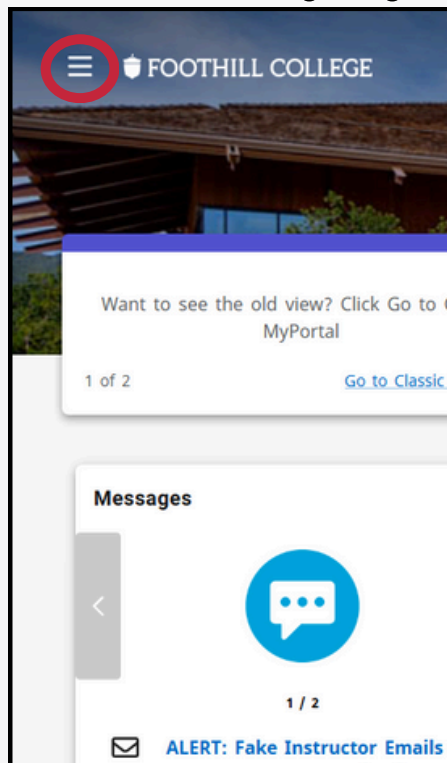


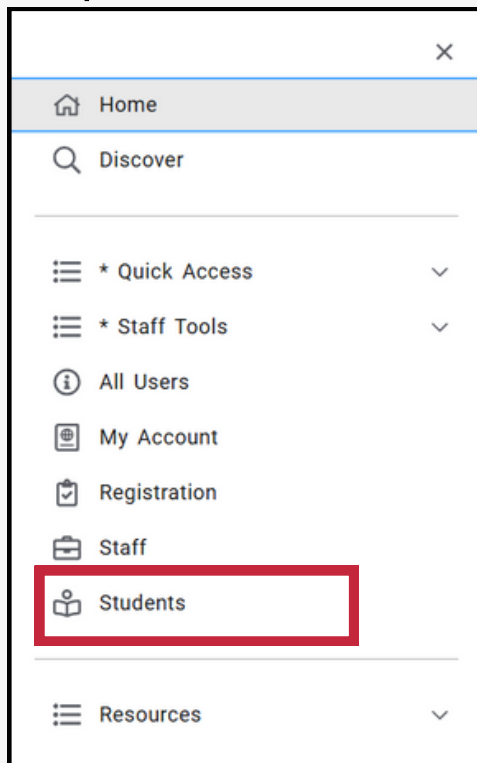
# Clockwork: Book a Test

Login to your myPortal Account and follow the steps:

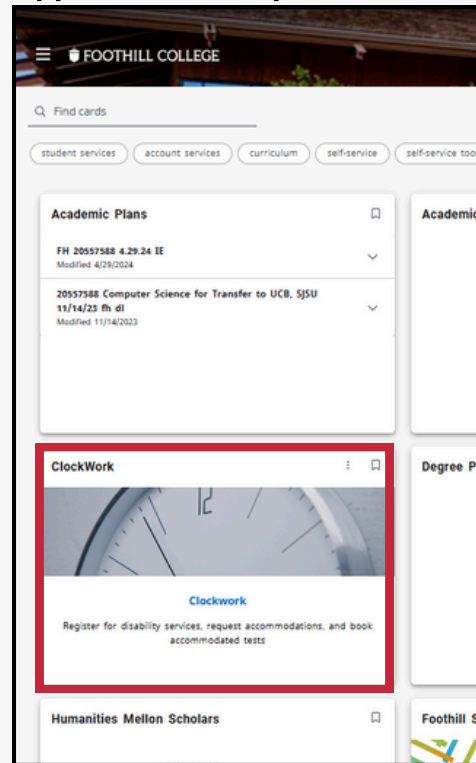
**Step 1:** Click on icon on the left of Foothill College Logo



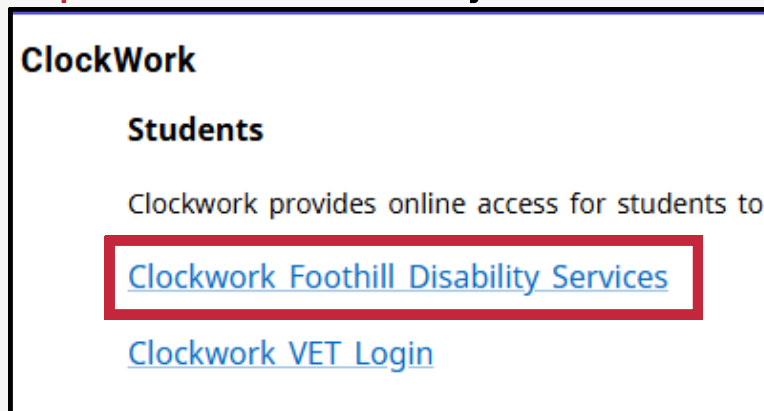
**Step 2:** Select “Students” from the options



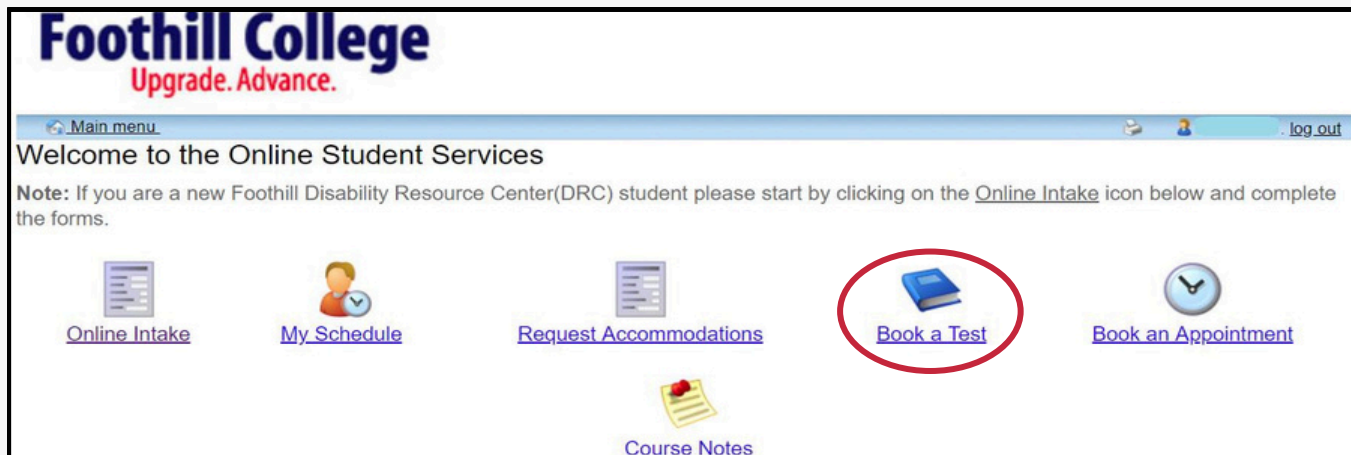
**Step 3:** Find “Clockwork” Application and open it



**Step 4:** Select Foothill Disability Services



**Step 5:** Choose “Book a Test”



## Step 6: Read through and click "Next"

### Online Test Booking Module

Welcome to the Online Accommodated Test Booking module.

It is your responsibility to notify your instructor that you will take your exam with accommodations in the

Testing & Assessment Center, 8211, OR the Sunnyvale Campus Student Resource Center, 211.

Before making your appointment, you should obtain the following information from your instructor:

1. The name of your course;
2. Your in-class exam date and time, and
3. The duration of the in-class exam.

Failure to meet the below **appointment booking deadlines** will result in the forfeit of your testing accommodations and you will be required to take your exam in class:

Exams must be booked at least **three (3) business/weekdays** in advance of the requested appointment date and time; and

**FINAL** exams must be booked at least **seven (7) business/weekdays** in advance of the requested appointment date and time.

Your instructor will receive an email notification with the details of your accommodated testing exam appointment.

Should you encounter technical issues when attempting to make your appointment, contact the Testing & Assessment Center immediately at 650-949-7743 or email [fhtesting@fhda.edu](mailto:fhtesting@fhda.edu)

Click the 'Next' button below to get started.

## Step 7: From drop down window choose your class and click "Next"

### 1. Select your course.

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

#### Course Info

Course: **ENGL F110, LEC 02**

Previous **Next** Cancel

## Step 8:

### 1. Input the date and time of when you are intending to take your test.

- a. Please ensure that it falls within the Testing Center's operational hours and consider your extra time accommodation when you are indicating the time you would like to take the test.
- b. **For example**, if your class test is 2 hours and you receive 2x extended time, you will have 4 hours to take the test. The time you choose for "Time of Class test" must fit these 4 hours within the hours of the Testing Center.
- c. Please keep in mind that you may have to take your test on a date and/or time that differs from the scheduled date with your class.

### 2. For "class test duration" input the length of the class test **WITHOUT** extra time accommodations. For the the example stated above, a student would input "2" hours for "Class test duration."

2. Confirm that your TESTING DATE and TOTAL TEST DURATION (including your extra time accommodation) falls within the Testing Center's operational hours: Tuesday 9am to 1pm, Wednesday 9am to 4pm, and Thursday 9am to 1pm.

**\*\*Class Test Duration = Class test duration WITHOUT your extra time accommodation (your extra time accommodation will be calculated automatically if selected in the NEXT step).**

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

#### Specify a date and time

Date of class test:

M/d/yyyy



Time of class test:

eg. 9:30 am

Class test duration:

0

0

(hours)

(minutes)

Select a previously submitted date and time

## Step 9: Choose all the accommodations you need for your test and click "Next"

### 3. Select the accommodations you would like to use for this testing appointment.

Listed below are the testing accommodations that have been approved for you by your DRC counselor. If you have questions, please contact the DRC at 650-949-7673 or email Michelle Lapitan latpitanmichelle@fhda.edu

#### Available accommodations

Please **ONLY** check the boxes for the testing accommodations that you need for this specific testing appointment. By checking **ALL** boxes, the Testing Team is required to have all of your listed accommodations available to you.

- ☒ Extended time for all exams & quizzes, including in-person or online exams & quizzes (2x)
- ☒ Low distraction testing environment
- ☒ Use of a word processor for essay exams and short answers
- ☒ Use of instructor-approved notecards (subjects/courses must be approved by Counselor)

## Step 10: Double check the available time shown for the test, click "Next"

### 4. Select the testing appointment date and time. Please enter the in-class exam date and time using half hour increments for start times, i.e. 10:00AM/10:30AM not 10:05AM or 10:13AM.

Please select a date and time from the list of available dates and times below.

#### Available dates & times

It is your responsibility to verify your in-class exam date and time with your instructor **BEFORE** creating your testing appointment.

☒ Wednesday November 3 . 9:00 AM to 1:00 PM

We have a testing station available for you, please click the 'Next' button below to continue scheduling your test.

## Step 11: Confirm your appointment details, check the box, and click "Finish."

### 5. Confirm & complete your appointment request.

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**  
Wed Nov 3, 2021 . 9:00 AM to 1:00 PM (4 h)  
**Course information**  
BIOL F040B LAB 07Z

**Class test date / time**  
Wed Nov 3, 2021 9:00 AM (2 h)

\* Note: this is not your accommodated writing time

#### Accommodations required

Extended time for all exams & quizzes, including in-person or online exams & quizzes (2x)  
Low distraction testing environment  
Use of a word processor for essay exams and short answers  
Use of instructor-approved notecards (subjects/courses must be approved by Counselor)

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

Previous Finish Cancel