Student Guide to Making Accommodated Testing Appointments on Clockwork

Testing & Assessment Center
Foothill College
Fall 2016
Before You Make Your Appointment...

- 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
Step 2: Click ‘Book a Test’

• Click the option with a picture of a book to make an accommodated testing appointment.
Step 3: Read the Welcome Page and Click ‘Next’

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

![Image of Foothill College Upgrade. Advance. webpage showing in-class test date and time input fields.

- 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

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

Foothill College Disability Resource Center 12345 El Monte Road Los Altos Hills, CA 94022-4699

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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.
Step 8: Choose Your Accommodations

- Please **only check off** the accommodations that you will need for this particular test.
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.
Step 6: Confirm Your Appointment

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.
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

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