Clockwork: Book a Test

**Step 1:** Login to MyPortal

![MyPortal Login](image)

**Step 2:** Select Apps

![Foothill-De Anza Apps](image)

**Step 3:** Under ‘Students’ tab Select ‘Clockwork’ Application

![Clockwork Application](image)

**Step 4:** Select ‘Clockwork Foothill Disability Services’

![Clockwork Foothill Disability Services](image)

**Step 5:** Choose “Book an Appointment”

![Book a Test](image)
If you have arranged a different date and/or time for your exams/quizzes with your instructor, please add that updated information during **Step 8**

**Step 6:** Read through and click “Next”

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, 221, Off 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.
- 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 appointment.

If you encounter technical issues when attempting to make your appointment, contact the Testing & Assessment Center immediately at 650-849-7143 or email testing@fsu.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 52 X

   - **Previous**
   - **Next**
   - **Cancel**

**Step 8:** Fill in the date, time and the actual CLASS duration of the test, click “Next”

2. Indicate your in-class exam date and time and in-class exam duration.

   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:**
   
   **Class test duration:**
   
   - (hours)
   
   - (minutes)

   **Select a previously submitted date and time**

   - **Previous**
   - **Next**
   - **Cancel**

**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 by you for your DRC counselor if you have questions, please contact the DRC at 650-849-7613 or email krusand@fsu.edu.

   **Available accommodations**

   - Low distraction testing environment
   - Use of a word processor for essay exams and short answers
   - Extended time for all exams & quizzes, including in-person or online exams & quizzes (2x)

   **Previous**
   - **Next**
   - **Cancel**

**Step 10:** Double check the available time shown for the test, click “Next”

4. Select the testing appointment date and time.

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

   **Available dates & times**

   - [Wednesday December 12 - 9:00 AM to 10:00 AM]

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

   **Previous**
   - **Next**
   - **Cancel**

**Step 11:** Check everything & 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 Dec 12, 2019, 9:00 AM to 10:00 AM (1 h)
   - **Course information**
   - **ENGL F110, LEC 52**
   - **Class test date/time**
   - **Wed Dec 12, 2019, 9:00 AM (1 h)**
   - **Note:** This is not your accommodated writing time

   **Accommodations required**

   - Low distraction testing environment

   **Previous**
   - **Finish**
   - **Cancel**

   Note: Your scheduled accommodated time for the test will be shown under “Tentative test date and time”