

ACCOMMODATED TESTING

Suggested Quarter Conversation Starter for Students & Faculty

Hi, my name is _____ and I am in your _____ course this quarter.

I am a DRC student that has testing accommodations and will be taking my exams in the Testing & Assessment Center, Room 8212, or the Sunnyvale Student Resource Center, Room 211.

Can you help me to complete the following information so that I can make my testing appointments with the Testing Center three business days in advance?

My final must be booked at least seven business days in advance.

- Exam #1** Date _____ In-Class Exam Duration: _____ minutes
- Exam #2** Date _____ In-Class Exam Duration: _____ minutes
- Final Exam** Date _____ In-Class Exam Duration: _____ minutes

My testing appointment must fall within the Testing Center’s hours of operation as listed below:

Foothill Main Campus | Testing & Assessment Center *Accommodated Testing Service Hours*

Monday - Thursday, 8:00 a.m.–5:00 p.m.
Friday, 8:00 a.m.–3:00 p.m. (*Virtual Services*)

fhtesting@fhda.edu
650.949.7743
12345 El Monte Road
Room 8212
Los Altos Hills, CA 94022

Sunnyvale Campus | Testing Services *Accommodated Testing Service Hours*

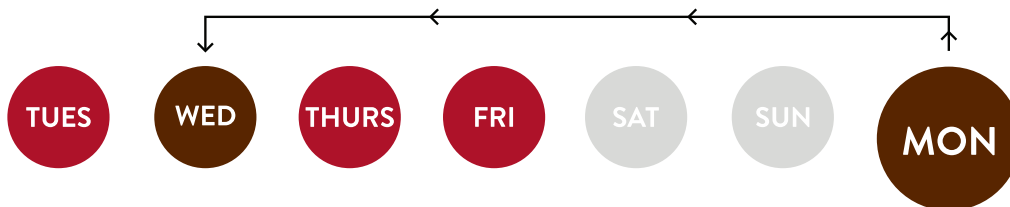
Monday - Friday 8:00 a.m. - 5:00 p.m.

sunnyvalesrc@fhda.edu
408.745.8025
1070 Innovation Way
Room 211
Sunnyvale, CA 94089

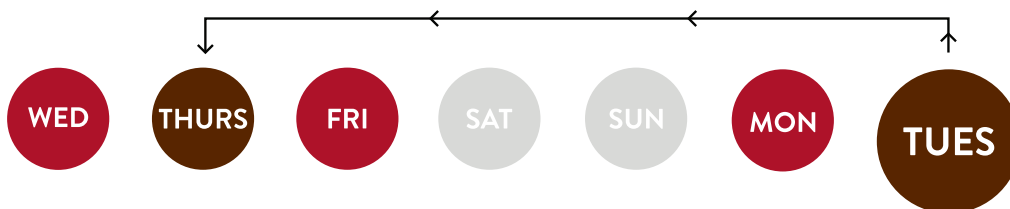
Testing & Assessment Center | Accommodated Testing

STUDENT RESPONSIBILITY:

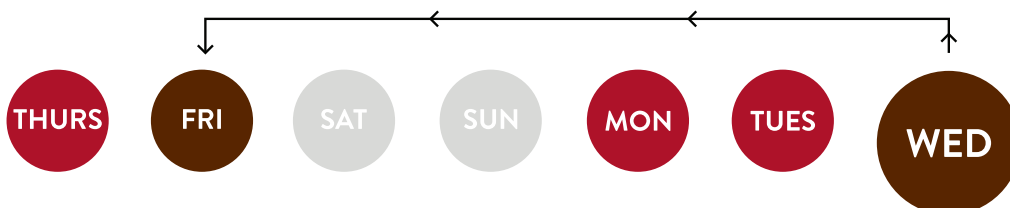
You must book Clockwork appointments at least three business days in advance of your instructor-approved exam date and time. **Final exams must be booked at least seven business days in advance.** Failure to book an appointment will result in a forfeit of testing accommodations and you will be required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



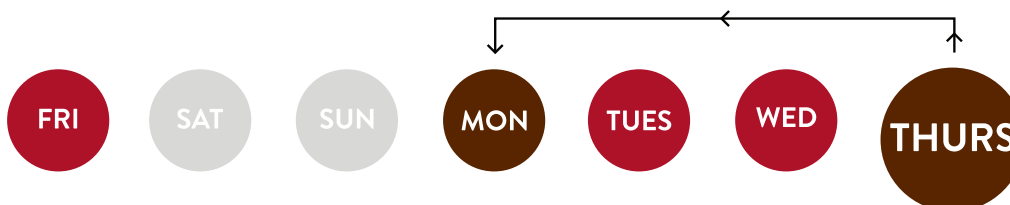
Ex. If your exam is on Monday at 2:00PM, book your appointment via Clockwork **before** 2:00 PM Wednesday.



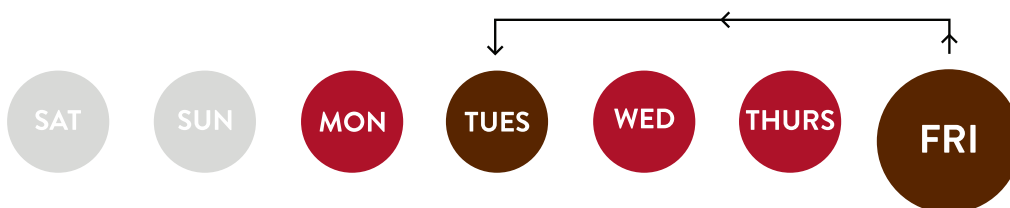
Ex. If your exam is on Tuesday at 9:00 AM, book your appointment via Clockwork **before** 9:00 AM Thursday.



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.

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