

Foothill College Testing & Assessment Center September 2016 (rev April 2024)



Quarterly Process for Students Requesting Testing Accommodations from the Disability Resource Center (DRC)

- EACH QUARTER, students requesting testing accommodations must:
 - Complete a <u>Foothill application</u>
 - Apply for DRC accommodations through Clockwork
 - Note: These steps must happen before the Testing Center can provide accommodated testing services to a student!
- DRC contact information:
 - DRC@fhda.edu / 650-949-7017 / Building 5400
 - DRC Faculty Handbook
 - DRC Website



Testing & Assessment Center (TAC): Accommodated Testing Services

- TAC provides the accommodated testing services for Foothill DRC students
 - There are two accommodated testing sites:
 - Testing & Assessment Center, Main Campus Building 8212
 - fhtesting@fhda.edu / 650-949-7743
 - Testing Services, Sunnyvale Campus
 - 408-745-8024
- TAC utilizes Clockwork software to facilitate accommodated testing
 - The DRC and TAC launched Clockwork in Spring 2015



Accommodated Testing: Student Responsibilities

- Apply quarterly to the DRC & receive accommodations
- Know the course syllabus
 - Identify all course exam dates for the quarter
- Talk to your instructors
 - Inform instructors of accommodated testing needs
 - Agree upon the date, time, and location of each exam for the entire quarter
- Schedule accommodated testing appointments via Clockwork 3 business days in advance of the instructor approved exam date and time
- Finals exams must be scheduled 7 business days in advance of the instructor approved date and time



Accommodated Testing: Student Scheduling

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



Accommodated Testing: Check-In Process

- Students should plan to arrive at least ten minutes prior to their scheduled testing appointment time
- Upon arrival at the testing location, students must:
 - Have a photo ID (government issued or student ID card)
 - Be knowledgeable of exam accommodations
 - Empty pockets & remove all unapproved electronic devices from their possession
 - Lock up any other unapproved belongings prior to entering the testing lab

15 Minute Grace Period:

- Because assessment specialists must meet with each student prior to proctoring an exam, a delay in starting time may occur.
- A student is allowed to start within fifteen minutes of the originally scheduled appointment time.
- Assessment specialists will do their best to adhere to the scheduled appointment times.

2 Minute Set-Up Period:

 After an assessment specialist meets with a student to review the exam rules, students are given two minutes to find a seat in the testing lab, get settled, and start their exam.



Accommodated Testing: Instructor Responsibilities

- Facilitate the conversation about student accommodated testing needs
- On the course syllabus, instructors should document the expectations of students requesting accommodated testing services
- Recommended expectations could include:
 - Come to office hours to notify instructor of accommodated testing needs
 - Review in class exam dates and times to determine exam dates and times for accommodated test appointments
 - Agree upon use of Clockwork as the tool to schedule exam appointments



Instructors: Please utilize Clockwork to...

- Review and approve Accommodation Letters for each student requesting DRC services
 - Note: If you don't receive an Accommodations Letter for a student that has notified you of their accommodated testing needs, contact DRC@fhda.edu
- 2. Schedule accommodated testing exams and/or approve accommodated test appointments scheduled by students (more details on scheduling in coming slides)
- 3. Upload exams by 10am on the business day prior to the testing appointment
- 4. Set specific exam rules
- 5. Designate the in-class exam duration time
- 6. Designate allowable materials/resources—notes, calculators, etc.
- Designate exam delivery method—pick up or email return



Student information:	
Name:	
Scheduled time:	Thursday February 4, 2016 10:00 AM to (3 hours)
Location:	8216 - seat 18
Notes:	
Accommodations:	Extended time for all exams, including in-person or online exams (1.5x) Low Distraction Testing Environment
Class information	
Course: Primary contact:	BIOL F012, 01 LEC Kathleen Duncan duncankathleen@fhda.edu
Alternate contacts:	
Class time:	Thursday February 4, 2016 10:00 AM to 12:00 PM (2 hours)
Class location:	
Additional info:	* No materials
	* No calculator
	* I will deliver the test to Room 8213A (Mon & Tue, 8-7; Wed & Thurs 8-5; Friday 8-3) * I will pick up the test in person.
	* I will pick up the test in person. * Any other special instructions or notes for the Testing Center?: Return all materials
	including scratch paper
	medianing services popel
Proctor report	
Actual start:	
Actual end:	
Actual location:	
Test administered:	□ No-show. Notes: □ Without incident □ With incident:
Notes:	
Foothill College	

- An exam sheet is generated once the instructor designates the exam rules on Clockwork
- Proctors will record the start and end time, and any notes about the testing appointment on this exam sheet
- The exam sheet will be returned to the instructor with the completed exam



When to Contact the Testing & Assessment Center

- To make changes to an exam, exam rules, or allowable materials
- To confirm/edit a student testing appointment date, time and/or location
- To ask questions about accommodated testing services
- fhtesting@fhda.edu / 650-949-7743



Scheduling Exams via Clockwork

- There are two ways to make accommodated testing appointments via Clockwork:
 - Instructor Initiated Testing Appointment
 - Step-by-step directions start on Slide 14
 - 2. Student Initiated Testing Appointment
 - Step-by-step directions start on Slide 21
- It is recommended that the instructor and the student agree upon the method of testing appointment creation at the beginning of each quarter



What is the difference between instructor and student initiated testing appointment methods?

- Instructor Initiated Testing Appointment
 - Allows instructors to schedule exams for the entire quarter
 - Students can then book into an already scheduled exam dates and times
 - Instructors can upload the exam and testing rules for all students that book into the specified exam
 - If the exam has different versions, it is recommend that each exam is saved with a different title
 - Example: '[Student Name] Exam'
 - Then all documents should be compressed for a single file upload
 - For this method, Clockwork reads the scheduled exam date and time as a single event
 - If there are students that cannot attend the instructor initiated testing appointment, due to their accommodations and/or scheduling conflict with another class exam, a student will be forced to request a different exam date and time via the student initiated testing appointment method



What is the difference between instructor and student initiated testing appointment methods?

- Student Initiated Testing Appointment
 - Allows student to schedule exams
 - Often this method is preferred because full-time students will need to coordinate their exam schedule with consideration of their in-class responsibilities and their exam accommodations
 - A testing appointment notification is populated on the instructor's Clockwork portlet for approval
 - An instructor can only approve or deny a student's testing appointment;
 there is no editing function
 - Instructors can then designate the exam rules and upload the exam to each individual testing appointment
 - TAC highly recommends that instructors speak with their students to designate the exam date and time BEFORE the student schedules the appointment on Clockwork



 Log on as Faculty/Staff to Clockwork via MyPortal



Instructor Clockwork Module

Welcome Foothill Faculty! You can use this portal to help students with disabilities with the following:

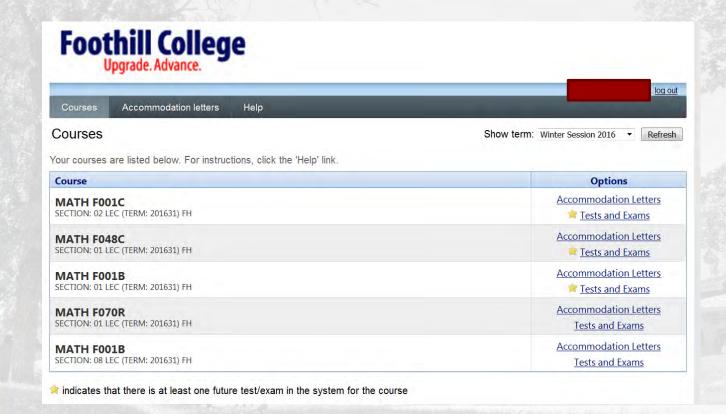
- View and approve accommodations for students in your courses
- Review & approve the date(s) & time(s) for upcoming tests or quizzes

For immediate assistance regarding accommodated tests please contact Testing Center at fhtesting@fhda.edu or 949-650-7743. For immediate assisatnce reagrding disability accommodation questions you can contact the DRC front desk 650-949-7017 or San T. Lu at lusan@fhda.edu.

Please click the Courses button in the menu above to get started. Thank you for your continued support.

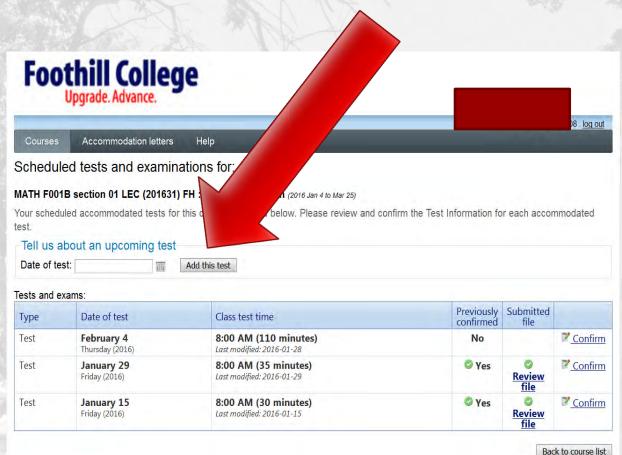


- Click on the 'Courses' Tab
 - Click on 'Tests and Exams' for each course section
 - From this screen, instructors can approve Accommodation Letters and Student Initiated Testing Appointments





 Input the 'Date of test' by clicking on the calendar icon and click 'Add this test'



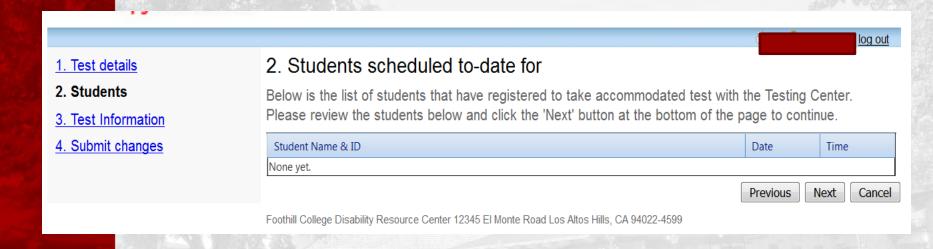


- Complete the Test/Exam Information
 - Enter the exam information as if the student is taking the exam in class
 - Do not apply the student's accommodation information (ex. 2x exam time)

		g out
1. Test details 2. Students 3. Test Information 4. Submit changes	1. Test / Exam Information Course: MATH F070R sect. 01 LEC (201631) FH This is a final exam Please review the written test/date time or enter the start/end time. If you have any immediate questions regarding this test/quiz, please contact us at fhtesting@fhda.edu. Date of test (yyyy-mm-dd): 2016-02-02 Test start time: Test end time:	
	Foothill College Disability Resource Center 12345 El Monte Road Los Altos Hills, CA 94022-4599	

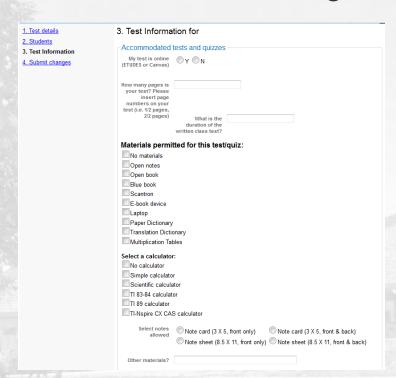


- Input the Students' Exam Information
 - From this screen, instructors can see the students that have an accommodated testing exam appointment



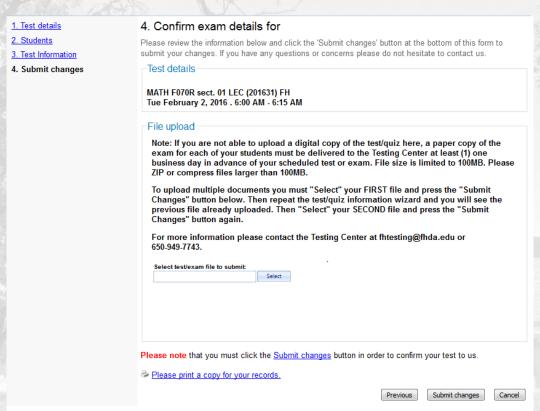


- Complete the Test Information
 - It is crucial that instructors complete this section
 - This section's information is printed on the exam sheets, which assessment specialists use to proctor accommodated testing exams





- Submit Changes
 - From this screen, instructors can confirm the tests details and UPLOAD the exam file(s)





- The student logs into Clockwork via MyPortal
 - Then clicks on 'Book a Test'

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.







My Schedule



Request Accommodations



Book a Test



Book an Appointment



 Then clicks on the 'Schedule a test, midterm or quiz' tab

Schedule a test, mid-term or quiz

My upcoming events

Accommodations

Help

Student Accommodated Test-Booking Module

Welcome to the Student Test-Booking module. You can use this area to:

- Schedule tests or timed quizzes
- Check your upcoming scheduled appointments, tests and exams
- · View your accommodations that have been assigned by your advisor
- · Download a PDF version of your approved accommodations

Please click the Schedule a test, mid-term or quiz link in the menu in order to schedule a test, or choose the menu option that you would like to use.



 Students must schedule testing appointments via Clockwork 3 business days in advance of the instructor approved exam date and time

Welcome

- 1. Select course
- 2. Class test date and time
- 3. Choose accommodations
- 4. Select your test time
- 5. Confirm and complete

Online Test Booking Wizard

Welcome to the Online Test Booking wizard. This wizard will guide you through the process of scheduling your test with us. You may stop this process at any time by clicking the 'Cancel' button at the bottom of the page.

Please be aware that your instructor will receive an email notification with the details of your test booking.

You will need to <u>speak with your instructor first</u> 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. You must schedule your test at least three (3) days before the test

Click the 'Next' button below to get started.

Next Cancel



 Students choose the course that they want to create an accommodated testing appointment for

Welcome 1. Select course 2. Class test date and time 3. Choose accommodations 4. Select your test time 5. Confirm and complete Please select the course you would like to schedule a test for from the list below. Course Info Course: ▼ Previous Next Cancel



- Students then enter the instructor approved date and time of the testing appointment
 - Students should be knowledgeable of the in-class exam duration and enter it on this screen
 - Students should not enter their exam time with accommodations

	70 74 t w. 71 22.
Welcome	2. Class test date and time
1. Select course	Please specify when the test is taking place. Enter class test duration in minutes.
2. Class test date and time	Specify a date and time
3. Choose accommodations	Date of class test:
4. Select your test time	Time of class test
5. Confirm and complete	(eg. 9:30 am):
	Class test duration in minutes:
	Select a previously submitted date and time
	Previous Next Cancel
F	oothill College Disability Resource Center 12345 El Monte Road Los Altos Hills, CA 94022-4599



- Students enter the accommodations that they would like to use for each exam
 - Accommodations are listed on the student's Accommodations Letter

Welcome 1. Select

- 1. Select course
- 2. Class test date and time
- 3. Choose accommodations
- 4. Select your test time
- 5. Confirm and complete

3. Choose accommodations

Listed below are the accommodation(s) that have already been approved for you by your counsellor. Please check off the accommodation(s) that you feel are necessary for this test.

Available accommodations

- * NOTE: Only accommodations with a check will be used for your test booking.
- Extended time for all exams, including in-person or online exams (1.5x)
- Low Distraction Testing Environment

Check all Check none

Previous

Next

Cance



 Students are reminded that the testing appointment time should match the inclass test time, unless they have an alternative instructor approved testing appointment time.

Welcome

- 1. Select course
- 2. Class test date and time
- 3. Choose accommodations
- 4. Select your test time
- Confirm and complete

4. Select your test time

Please select a date and time that matches your scheduled CLASS TEST time. All accommodated tests must begin at the SAME TIME as the class scheduled test. If your start time is different from the class scheduled test, you must contact and receive approval from your instructor. The Testing Center will NOT administer your test without the instructor's approval. Any questions please contact us at FHTesting@fhda.edu or 650-949-7743.

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.

Monday February 8 . 8:00 AM to 8:25 AM

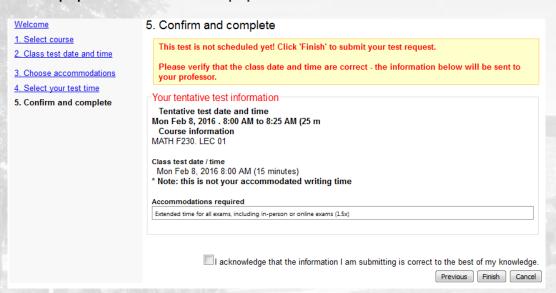
A spot was found for you to write your test; please click the 'Next' button below to continue scheduling your test.

Previous Nex

Cancel



- Students must confirm the testing appointment details!
 - A confirmed student initiated testing appointment prompts an email to the instructor to approve the appointment on Clockwork







12345 El Monte Road Los Altos Hills, CA 94022

foothill.edu

