

Clockwork: Book a Test

Step 1: Login to MyPortal



FOOTHILL-DE ANZA
Community College District

FOOTHILL
COLLEGE

Secure Login

Campuswide ID:

Password:

Submit Reset

Step 2: Select Apps



FOOTHILL-DE ANZA
Community College District

Search Go

Home

Getting Started

Apps

My Profile

Logout

Step 3: Under 'Students' tab Select 'Clockwork' Application

Students

 academicworks ★ Academic Works	 Add Request for Foothill Online Courses	 ★ Allied Health
 ClockWork ★ ClockWork	 ★ Degreeworks	 ★ eCHECKUP TO GO

Step 4: Select 'Clockwork Foothill Disability Services'

← Back

Clockwork

Students

Clockwork provides online access for students Disability Services staff members and view disa

Clockwork Foothill Disability Services

Clockwork VET Login

Step 5: Choose "Book a Test"

Foothill College

Upgrade. Advance.

Main menu log out

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.

 Online Intake	 My Schedule	 Request Accommodations	 Book a Test	 Book an Appointment
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[Course Notes](#)

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

Click the 'Next' button below to get started.

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

The screenshot shows a web interface for selecting a course. At the top right, there is a 'log out' link. Below it, the instruction reads '1. Select your course.' followed by 'Please select the course you would like to schedule a test for from the list below.' A section titled 'Course Info' contains a dropdown menu labeled 'Course:' with the selected option 'ENGL F110. LEC 02'. Below the dropdown are three buttons: 'Previous', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red box.

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.

The screenshot shows a form titled 'Specify a date and time'. It has three main sections: 'Date of class test:' with a text input field containing 'M/d/yyyy' and a calendar icon; 'Time of class test:' with a text input field containing 'eg. 9:30 am'; and 'Class test duration:' with two input fields, each containing '0'. Below these fields are labels '(hours)' and '(minutes)'. At the bottom of the form, there is a link that says '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