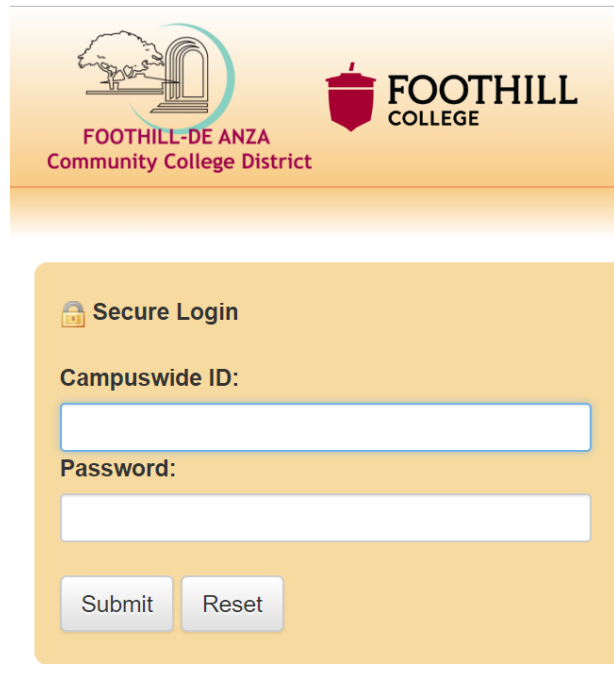


Clockwork: Book a Test

Step 1: Login to MyPortal



FOOTHILL-DE ANZA
Community College District

FOOTHILL COLLEGE

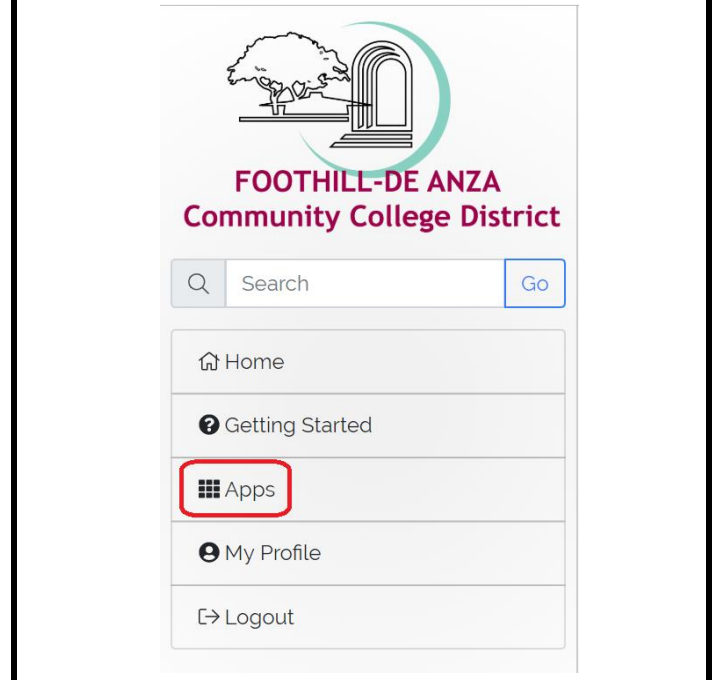
Secure Login

Campuswide ID:

Password:

Submit Reset

Step 2: Select Apps



FOOTHILL-DE ANZA
Community College District

Search Go

Home

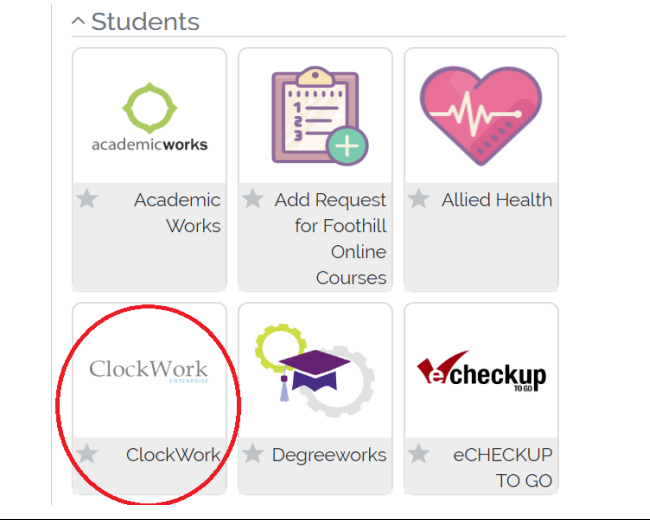
Getting Started

Apps

My Profile

Logout

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



^ Students

academicworks

Academic Works

Add Request for Foothill Online Courses

Allied Health

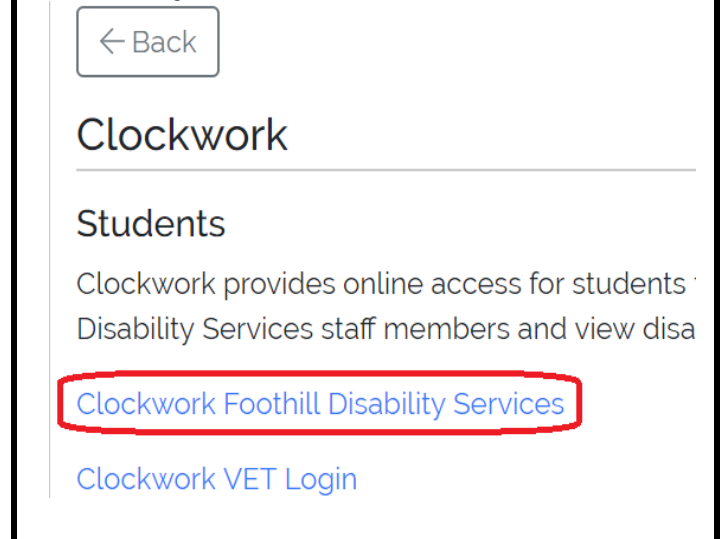
ClockWork

ClockWork

Degreeworks

eCHECKUP TO GO

Step 4: Select 'Clockwork Foothill Disability Services'



← Back

Clockwork

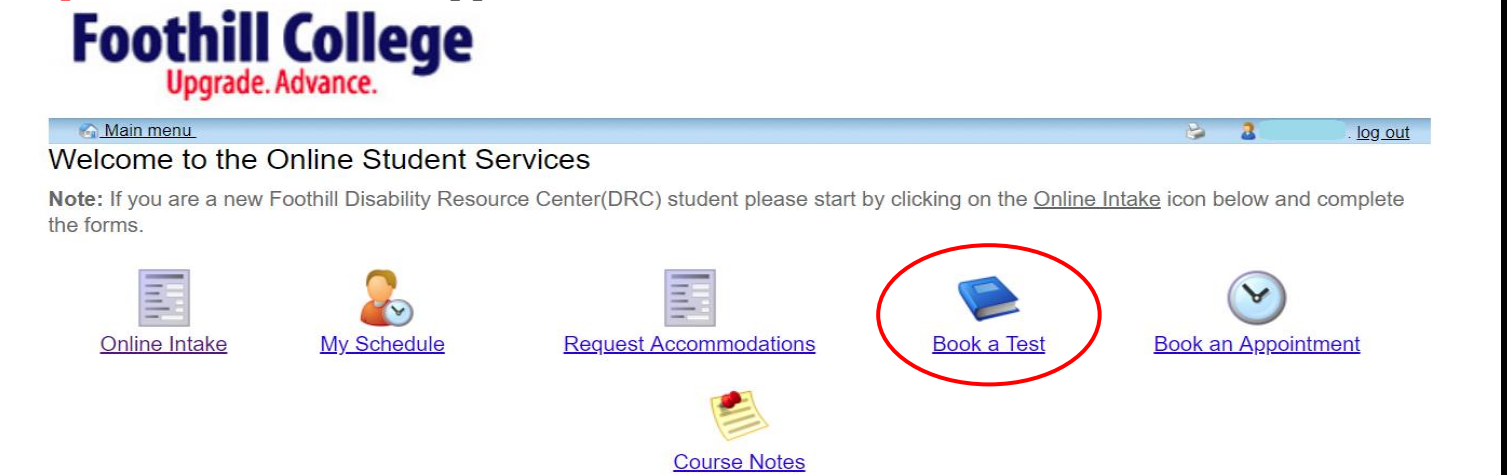
Students

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

Clockwork Foothill Disability Services

Clockwork VET Login

Step 5: Choose "Book an Appointment"



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

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 ftesting@fhda.edu

Click the 'Next' button below to get started.

Next Cancel

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 02

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: [Date Picker]

Time of class test: [Time Picker]

Class test duration: [Hours: 0] [Minutes: 0]

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 for you by your DRC counselor. If you have questions, please contact the DRC at 650-949-7673 or email lusan@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.

- 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

It is your responsibility to verify your in-class exam date and time with your instructor BEFORE creating your testing appointment.

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, 2018 . 9:00 AM to 10:00 AM (1 h)
Course information
ENGL F110 LEC 02

Class test date / time
Wed Dec 12, 2018 9:00 AM (1 h)
* Note: this is not your accommodated writing time

Accommodations required
Low distraction testing environment

acknowledge that the information I am submitting is correct to the best of my knowledge.

Previous Finish Cancel

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

★ 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