ACCOMMODATED TESTING
FACULTY BEST PRACTICES

Please review the following accommodated testing faculty checklist so that the Testing & Assessment Center (TAC) may proctor your exams successfully and responsibly:

1. Meet with each of your students to determine the date and time of their accommodated testing appointment.

2. Remind your students to make their appointment via Clockwork three (3) business days in advance of the exam date and seven (7) business days in advance of the final exam date.

3. Submit your exam to the Testing Center, via Clockwork or in person, by 10:00 a.m. of the business day prior to your student's scheduled testing appointment.

4. Clearly communicate your exam rules by:
   • Defining your approved materials (note cards, books, etc.)
   • Specifying the in-class exam duration time
   • Stating your preferred delivery method (scan & email or pick up in person)

5. During finals, due to the high volume of exams, please allow 24-48 hours to return exams. For picked up exams please await confirmation email prior to pick up.

6. Students who do not schedule their appointment by the booking deadline will require instructor approval via email/phone or forfeit their right to test at the testing center.

Questions?
Foothill Testing Services
Testing & Assessment Center
Room 8212
fhtesting@foothill.edu
650.949.7743

Sunnyvale Testing Services
sunnyvalesrc@fhda.edu
408.745.8025

New to Clockwork? We have a user guide!
✓ foothill.edu/drc/faculty
✓ https://foothill.edu/assessment/accommodated/faculty.html

Submission Calendar Guide:
The Testing & Assessment Center reserves the right to cancel an accommodated testing appointment if an exam has not been delivered to the Center by 10:00am on the business day prior to the student testing appointment.

Appointment Day	Exam and Exam Rules Due
Monday	10:00 a.m. on Friday
Tuesday	10:00 a.m. on Monday
Wednesday	10:00 a.m. on Tuesday
Thursday	10:00 a.m. on Wednesday
Friday	10:00 a.m. on Thursday