

Testing & Assessment Center |

Accommodated Testing No Show/Cancellation Policy

STUDENT RESPONSIBILITY:

Please note that it is the responsibility of the student who has made **or requested** appointments in the Testing & Assessment Center (TAC) to inform the center of any cancellations. By not informing the TAC of your nonattendance, **you may be taking a seat away** from a fellow student.

Students who have scheduled testing appointments must notify the TAC in the event any of the following occurs:

- Cancellation of an appointment
- Anticipated late arrival past the scheduled appointment time (**Students may have that amount of time deducted from their exam or extended time**)
- Absence from a scheduled appointment
- Decision to take the exam in class during the regular class administration of the test
- Course drop or withdrawal: it will then be assumed that future scheduled appointments for that class may be canceled by the TAC.

No-Show Consequences

Due to hours of operation and staff availability, two (2) unexcused no-shows may result in a student having their testing accommodation services suspended for the quarter.

- **An unexcused no-show is defined as a failure to cancel your appointment at least 24 hours in advance.**
- After two no-shows, students will need to meet with the DRC Supervisor to schedule future testing appointments; this will allow them to understand the reason for the no-show and build techniques to avoid it in the future. Any appointments scheduled ahead of time will be tentative until further notice.
- This does not apply to appointments missed due to an emergency. If an emergency occurs, please inform the TAC of the circumstances as soon as possible.
- **Any makeup exams must require a valid excuse and subsequent approval from the instructor.**

If you need to cancel your testing appointment, please contact the TAC at 650-949-7743 or fhtesting@fhda.edu at least 24 hours in advance.

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