ACCOMMODATED TESTING OVERVIEW: *PROVIDING EXAM PROCTORING FOR OUR DRC STUDENTS*

FOOTHILL COLLEGE TESTING & ASSESSMENT CENTER

10/3/16

TESTING ACCOMMODATIONS EXAMPLES

- Taking an exam at the Testing & Assessment Center!
- Extended time on exams (1x, 1.5x, 2x the in-class exam time)
- Low distraction environment
- Private room
- Use of word processor
- Use of calculator, multiplication tables, note cards
- Flexibility with exam/test schedule (i.e. breaks)
- Use of assistive technology software (Read Out Loud, Zoom text, etc.)

CLOCKWORK

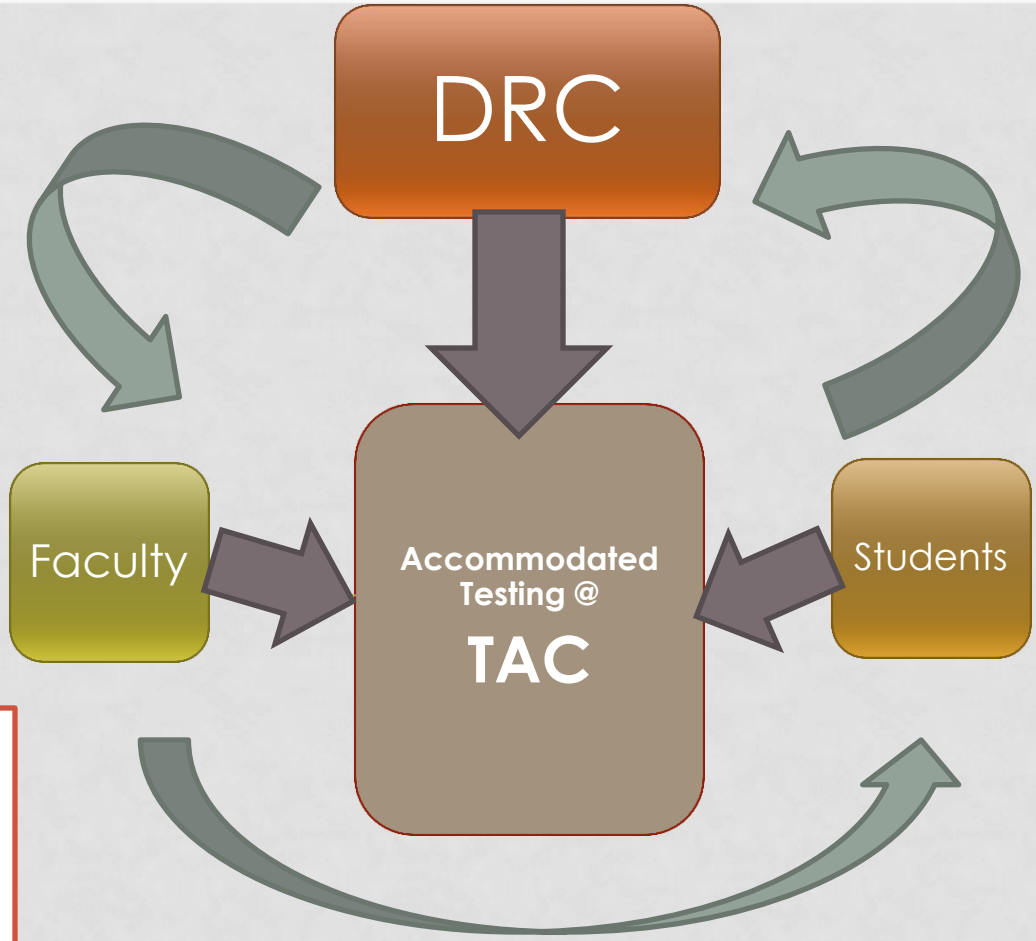
ClockWork is an online portlet in MyPortal that serves as TAC's **primary communication tool** with instructors and students.

- Instructors
  - Appointment notifications
  - Request for appointment approval
  - Electronic submission of exam materials
  - Specification of exam rules
  - Exam return
- Students
  - Accommodated testing appointment scheduling
- Clockwork Userguide 2.0 online: https://foothill.edu/placement/accommodatedtesting.php

ACCOMMODATED TESTING PROCESS

- **Disability Resource Center (DRC):**
  1. Foothill student registers with the DRC
  2. DRC Counselor defines student testing accommodations
  3. Instructor receives and accepts student's accommodation letter on MyPortal Clockwork
- **Testing & Assessment Center (TAC):**
  1. Student books appointment on Clockwork – notifies TAC & Instructor
  2. Instructor provides exam and exam rules to TAC (via Clockwork or in-person delivery)
  3. TAC prepares the test, provides the testing space and proctors the exam
  4. TAC returns the exam to instructor

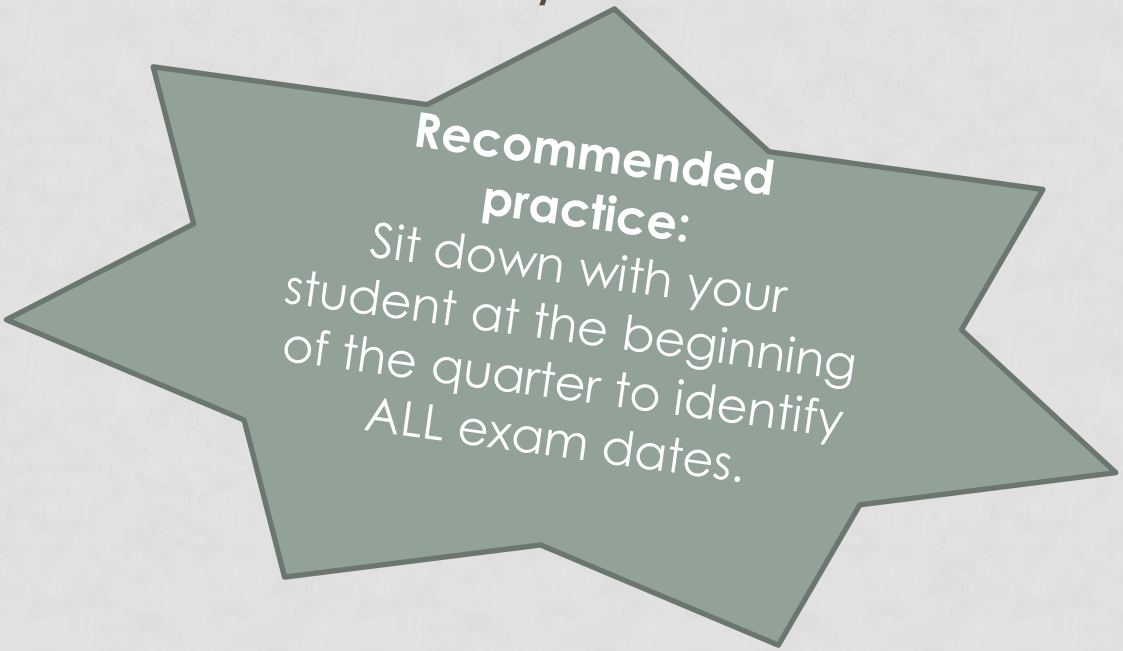
ACCOMMODATED TESTING IS A COLLEGE EFFORT!



On average during the academic year, the Testing Center proctors **31 accommodated tests per day**.

STUDENT APPOINTMENT DEADLINE

Students must schedule an appointment **three (3) business days in advance** of their instructor approved exam date/time via ClockWork.



PLEASE HELP REMIND OUR STUDENTS!

Testing & Assessment Center

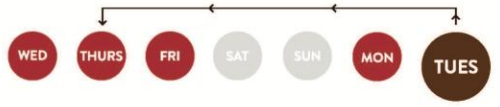
Accommodated Testing

FOOTHILL COLLEGE

REMINDER

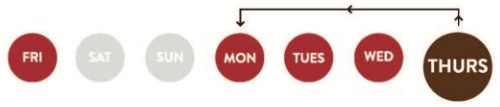
Students must book Clockwork appointments **3 business days** in advance of their instructor-approved exam date and time.

Ex. If your exam is on Monday at 2:00PM, book your appointment via Clockwork **before** 2:00 PM Wednesday.

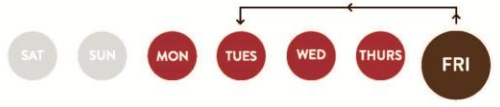


Ex. If your exam is on Tuesday at 9:00 AM, book your appointment via Clockwork **before** 9:00 AM Thursday.

Ex. If your exam is on Wednesday at 12:00 PM, book your appointment via Clockwork **before** 12:00 PM Friday.



Ex. If your exam is on Thursday at 10:00 AM, book your appointment via Clockwork **before** 10:00 AM Monday.



Ex. If your exam is on Friday at 4:00 PM, book your appointment via Clockwork **before** 4:00 PM Tuesday.

INSTRUCTOR EXAM SUBMISSION DEADLINE

Instructors must submit exams and exam rules to the Testing Center by **8:00AM of the business day prior** to the student's **scheduled testing appointment.**

…AND WE WILL REMIND YOU, TOO! ☺

Testing & Assessment Center's Accommodated Testing Email Notification Schedule

1) INITIAL EMAIL generated when student schedules an appointment *– 3 business days prior to the instructor approved exam date and time)*	***2) SECOND EMAIL with request to submit exam and exam rules is sent, if needed***	***3) Appointment CANCELLATION EMAIL* sent if exam is NOT received by…***	***Student's Testing APPOINTMENT DAY***
Wednesday	Thursday	8AM on Friday	MONDAY
Thursday	Friday	8AM on Monday	TUESDAY
Friday	Monday	8AM on Tuesday	WEDNESDAY
Monday	Tuesday	8AM on Wednesday	THURSDAY
Tuesday	Wednesday	8AM on Thursday	FRIDAY

*Appointment cancellation email will be sent to the instructor and student (cc: division dean and DRC dean)

TAKE-AWAYS!

ACCOMMODATED TESTING | 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 **3 business days** in advance of the exam date
3. Submit your exam to the Testing Center, via Clockwork or in person, **by 8 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)

Note
Due to the high volume of exams, it may take 24-48 hours to return exams via email.

New to Clockwork?
We have a user guide!
foothill.edu/drc/faculty

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

GETTING HELP

Testing & Assessment Center (TAC) for help with:

- ✓ *Testing appointments*
- ✓ *Exam drop off, pick up*
- ✓ *Exam rules*
- ✓ *Clockwork tech help*

TAC Front Desk

- *650-949-**7743***
- ***fhtesting@fhda.edu***
- *Room 8212*

Acting Assessment Center Supervisor Casie Wheat

- *650-949-**7163***
- ***wheatcasie@fhda.edu***

Disability Resource Center (DRC) for help with:

- ✓ *Student testing accommodation questions*
- ✓ *Connecting with a DRC Counselor*
- ✓ *Clockwork tech help*

DRC Front Desk

- *650-949-**7011***
- *5400 Building*

DRC Supervisor San Lu

- *650-949-**7549***
- ***lusan@fhda.edu***