

ACCOMMODATED TESTING

Suggested Quarter Conversation Starter for Students & Faculty

Hi, my name is _____ and I am in your _____ course this quarter. I am a DRC student that has testing accommodations and will be taking my exams in the Testing & Assessment Center, Room 8212, or the Sunnyvale Student Resource Center, Room 211.

Can you help me to complete the following information so that I can make my testing appointments with the Testing Center three business days in advance?

My final must be booked seven business days in advance.

- Exam #1 Date _____ In-Class Exam Duration: _____ minutes
- Exam #2 Date _____ In-Class Exam Duration: _____ minutes
- Final Exam Date _____ In-Class Exam Duration: _____ minutes

My testing appointment must fall within the Testing Center’s hours of operation as listed below:

Foothill Main Campus | Testing & Assessment Center
Accommodated Testing Service Hours

- Monday & Tuesday, 8:00 a.m.–6:30 p.m.
- Wednesday & Thursday, 8:00 a.m.–4:30 p.m.
- Friday, 8:00 a.m.–2:30 p.m.

The Testing & Assessment Center does not provide extended services during finals week.

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

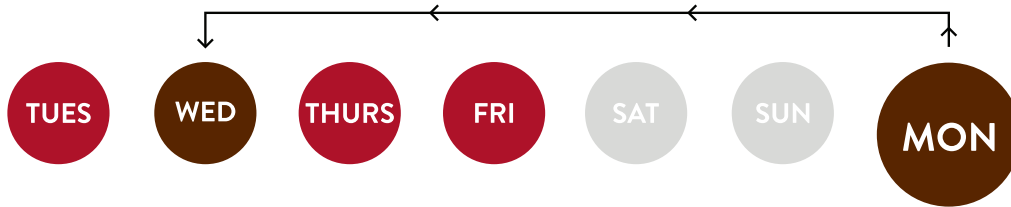
- Monday, Tuesday & Wednesday, 10:30 a.m.–2:00 p.m. & 4:00–7:00 p.m.
- Thursday, 2:00 p.m.–7:00 p.m.
- Friday, 10:30 a.m.–12 p.m.

sunnyvalesrc@fhda.edu
408.745.8025
1070 Innovation Way
Room 211
Sunnyvale, CA 94089

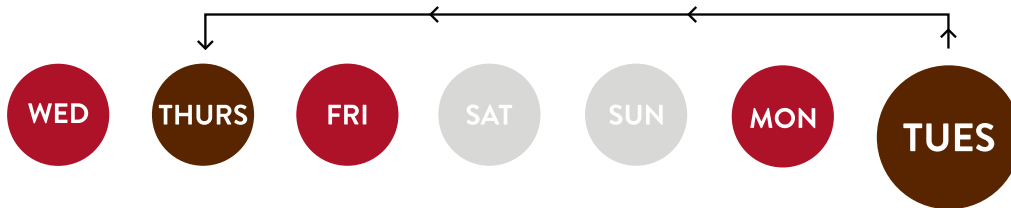
Testing & Assessment Center | Accommodated Testing

STUDENT RESPONSIBILITY:

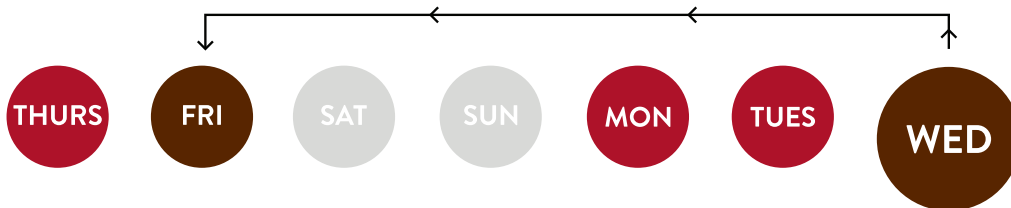
You must book Clockwork appointments **three business days** in advance of your instructor-approved exam date and time. **Final exams must be booked seven business days in advance.** Failure to book an appointment will result in a forfeit of testing accommodations and you will be required to take your exam in class.



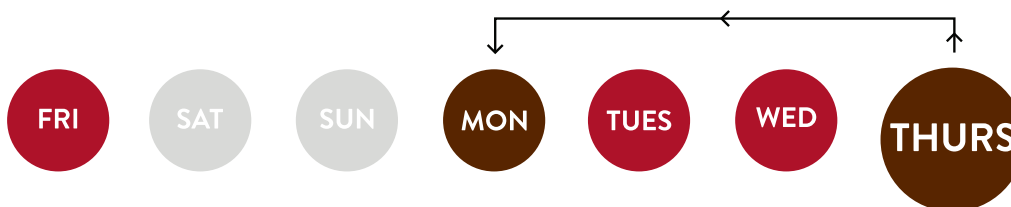
Ex. If your exam is on Monday at 2:00PM, book your appointment via Clockwork **before** 2:00 PM Wednesday.



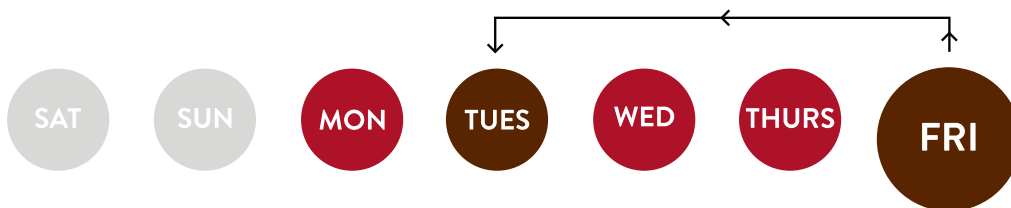
Ex. If your exam is on Tuesday at 9:00 AM, book your appointment via Clockwork **before** 9:00 AM Thursday.



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.

Contact | Testing and Assessment Center

650.949.7743
fhtesting@fhda.edu
Room 8212
foothill.edu/placement

M, Tu, 8 a.m.–6:30 p.m.
W, Th, 8 a.m.–4:30 p.m.
F, 8 a.m.–2:30 p.m.
*Hours may vary during
summer session.*

Sunnyvale Campus Testing Services

M, Tu, W, 10:30 a.m.–2 p.m., 4–7 p.m.
Th, 2–7 p.m.
F, 10:30 am–12 p.m.
408.745.8025, sunnyvalesrc@fhda.edu, Room 211