

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 business days** in advance of the exam date and **seven 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)

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

Sunnyvale Testing Services

sunnyvalesrc@fhda.edu
408.745.8025

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 |

