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: <u>https://foothill.edu/placement/accommodatedtesting.</u>
 php

ACCOMMODATED TESTING PROCESS

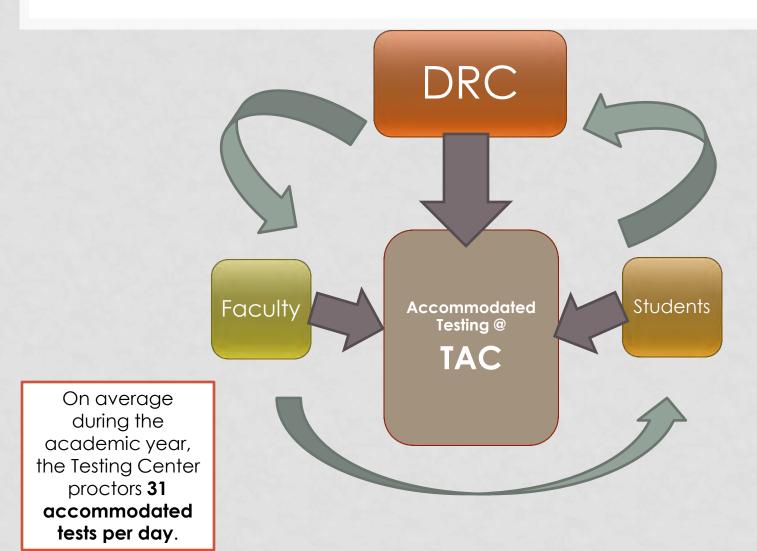
Disability Resource Center (DRC):

- 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):

- Student books appointment on Clockwork notifies TAC & Instructor
- Instructor provides exam and exam rules to TAC (via Clockwork or in-person delivery)
- 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!



STUDENT APPOINTMENT DEADLINE

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

Recommended

practice:

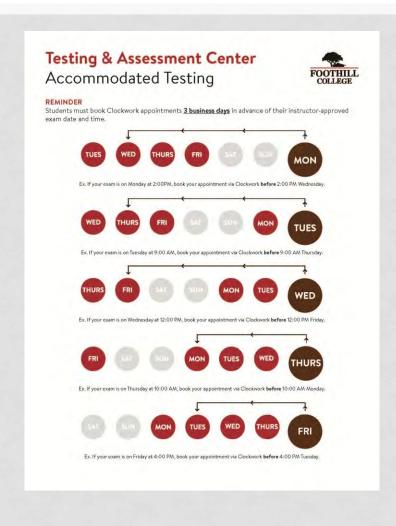
Sit down with your

student at the beginning

of the quarter to identify

ALL exam dates.

PLEASE HELP REMIND OUR STUDENTS!



INSTRUCTOR EXAM SUBMISSION DEADLINE

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

...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:

- Meet with each of your students to determine the date and time of their accommodated testing appointment
- Remind your students to make their appointment via Clockwork 3 business days in advance of the exam date
- 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.
- 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