Fullerton College DSS Testing Center
How to Submit Quiz/Exam Information

Visit the Instructor Portal: dssclockwork.fullcoll.edu/custom/misc/home.aspx

*Please note that students need to request an instructor letter prior to booking a testing appointment online.

STEP 1

Click on "Instructor Portal".

Disability Support Services   **FULLERTON COLLEGE** ELEVATING. EXCELLENCE.

🏠 Main menu

Welcome to the Online Student Services

Ⓡ Application for New Students

✉ Request Instructor Letter

📅 Staff Online Calendar

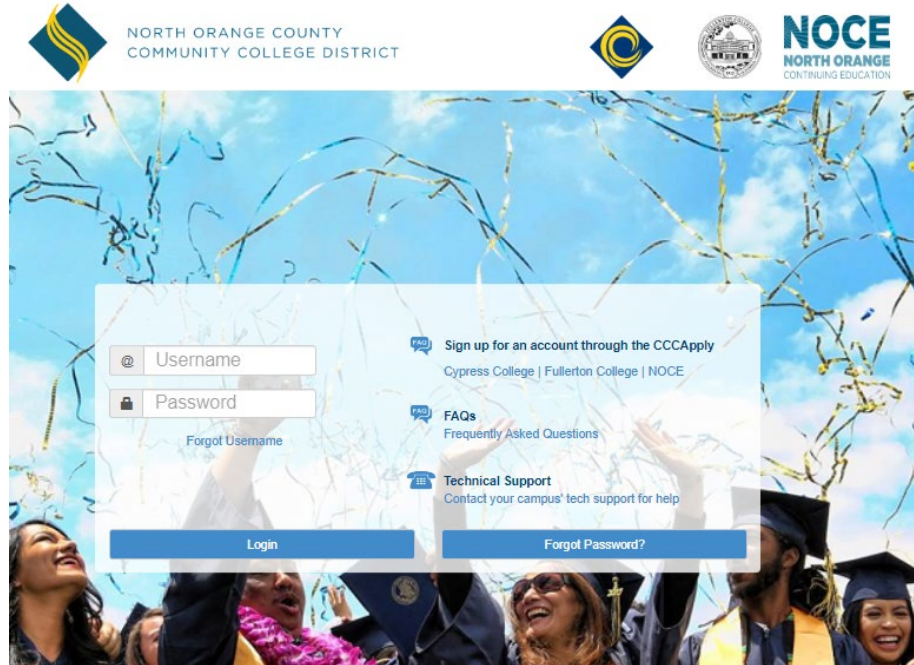🔖 Alternate Format Requests

📖 Schedule a Quiz/Exam

💻 Instructor Portal

Fullerton DSS ClockWork, Email:dsp@fullcoll.edu, Phone:714-992-7099

STEP 2

Login using your MyGateway username and password.

STEP 3

On this screen you will see a listing of your current courses. Confirm the semester you would like to view, then click "Tests and Exams".

Disability Support Services · FULLERTON COLLEGE ELEVATING. EXCELLENCE.

log out

Courses   **Accommodation letters**   **Help**

Courses

Show term: Fall Session 2024   Refresh

Your courses for the designated semester are listed below. Click the 'Accommodation Letters' link to the right of the course to view your students accommodations letters. Click the 'Test and Exams' link to the right of the course to provide your quiz/exam information to the DSS Testing Center. Please note that we require all quizzes/exams to be scheduled at least two (2) business days in advance with the exception of final exams and end of the semseter quizzes/exams. For approved accommodations other than extra time, arrangements must be made at least one (1) week in advance (e.g. use of a private room, a computer, a scribe, use of pre-approved white noise/music during exam or to request a test in an alternate format). Final exams and any remaining end of the semester quizzes/exams testing appointments must be submitted at least two (2) weeks in advance prior to the end of the semester. For additional instructions, click the 'Help' link.

Course	Options
Fall 2024 Course Name SECTION: A (TERM: Fall 2024) Fullerton College	Accommodation Letters ⭐ Tests and Exams

⭐ indicates that there is at least one future test/exam in the system for the course

Fullerton DSS ClockWork, Email:dsp@fullcoll.edu, Phone:714-992-7099

STEP 4

Click on "Confirm/Edit" on the test listing that you would like to provide the test information for.

Disability Support Services — FULLERTON COLLEGE ELEVATING. EXCELLENCE.

log out

Courses   **Accommodation letters**   **Help**

Scheduled tests and examinations for:

Fall 2024 Course section A (202410) Fullerton : Instructor Name

Scheduled testing appointments for this course are listed below. We require all quiz/exams to be scheduled at least two (2) business days in advance, with the exception of final exams and end of the semseter quiz/exams. For approved accommodations other than extra time, arrangements must be made at least one (1) week in advance (e.g. use of a private room, a computer, a scribe, use of pre-approved white noise/music during exam or to request a test in an alternate format). Final exams and any remaining end of the semester quizzes/exams testing appointments must be submitted at least two (2) weeks in advance prior to the end of the semester. To submit a quiz/exam file to the DSS Testing Center or make changes to an existing scheduled quiz/exam, click the 'Confirm/Edit' link to the right of the quiz/exam listing. For additional assistance, please click the 'Help' tab above.

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
Test	**August 12** Monday (2024)	**8:00 AM (60 minutes)**	**No**		✎ Confirm/Edit

Back to course list

Confirm the test start and end time in the designated boxes. This should reflect the amount of time that you are giving all students to take the test. Click "Next" to proceed.

Disability Support Services · **FULLERTON COLLEGE** ELEVATING. EXCELLENCE.

log out

1. Test details
2. Students
3. Test Information
4. Submit changes

1. Test / Exam Information

Course: **Fall 2024 Course section A (202410) Fullerton**

Please enter the date/time that you will be administering the test to the class. You may adjust the test start and end times manually. We will calculate and apply appropriate time extensions based on the students accommodations at the time of the test. If you must cancel this testing appointment, please contact the DSS Testing Center at (714) 992-7127 or at dsstestingcenter@fullcoll.edu

Date of test: 8/12/2024

Test start time: 8:00am

Test end time: 9:00am

Previous | Next | Cancel

Fullerton DSS ClockWork, Email:dsp@fullcoll.edu, Phone:714-992-7099

STEP 6

All students that have scheduled a testing appointment for the course will be listed here. You will be given the opportunity to choose an option under "Acknowledge receipt". Please select an option for each student listed. Click "Next" to continue.

Disability Support Services | **FULLERTON COLLEGE** ELEVATING. EXCELLENCE.

log out

1. Test details
2. Students
3. Test Information
4. Submit changes

2. Students scheduled to-date for Fall 2024 Course section A (202410) Fullerton

Below is the list of students that have scheduled a testing appointment to take this quiz/exam at the DSS Testing Center. Please review this list and click the 'Next' button at the bottom of the page to continue. *If this list is empty, a student has cancelled their testing appointment and no further information regarding the quiz/exam is needed.

Student Name & ID	Date	Time	Acknowledge receipt
Test booking Student Name	**August 12** Monday (2024)	**8:00 AM** to **9:30 AM**	○ I acknowledge receipt of this testing appointment request and agree to provide a copy of the test. ○ I have questions about this testing appointment request and will contact the DSS Testing Center.

Previous   Next   Cancel

Fullerton DSS ClockWork, Email:dsp@fullcoll.edu, Phone:714-992-7099

On this screen, please provide the following information such as type of test proctoring, test delivery, testing materials required, additional notes for the test proctor and test return delivery.

Disability Support Services FULLERTON COLLEGE ELEVATING. EXCELLENCE.

log out

1. Test details
2. Students
3. Test Information
4. Submit changes

3. Test Information for Fall 2024 Course section A (202410) Fullerton

Quiz/Exam Information

* Type of test proctoring required:

* How will you deliver a copy of the quiz/exam to the DSS Testing Center

Note: If the quiz/exam is online or on Canvas, DSS does not need a copy of the quiz/exam as the student will access it online. Please continue with completing the facilitation form. In addition, if the student has an approved accommodation for extended testing time, please be sure to include the student's extended testing time on their online quiz/exam.

Materials to be used during the quiz/exam:

* Blue Book:

[⌄]

* Lined Paper

[⌄]

* Scantron:

[⌄]

* Calculator:

[⌄]

* Notes:

[⌄]

* Textbook:

[⌄]

* Dictionary:

[⌄]

* Computer:

[⌄]

* For online/Canvas quizzes or exams, please provide the start and end time:

[   ]

Note: If quiz/exam is not online, put n/a in the above textbox.

Additional notes or special instructions for the Test Proctor:

* **Return completed quiz/exam via:**

Confirm the details that you have entered. If uploading a copy of the test, you may do so on this screen in the designated field. Please note that this page will only allow one digital file to be uploaded. If you have multiple files/documents to provide, you may place all the files/documents in a zip folder and upload the zipped folder.

If not able to upload a full copy of the quiz/exam here, you may still submit part of the quiz/exam and click on 'Submit changes'. Next, click on 'Back to test listing' and then click on 'Review file' for the test listing and from there you will be able to add an additional file.

Disability Support Services **FULLERTON COLLEGE** ELEVATING. EXCELLENCE.

log out

1. Test details

2. Students

3. Test Information

4. Submit changes

4. Confirm exam details for Fall 2024 Course section A (202410) Fullerton

Please review the information below and click the 'Submit changes' button at the bottom of this form to submit your changes. If you have any questions or concerns please do not hesitate to contact us at (714) 992-7127 or at dsstestingcenter@fullcoll.edu

Test details

Fall 2024 Course section A (202410) Fullerton
Mon August 12, 2024 . 8:00am - 9:00am

Test information

Type of test proctoring required:	In-Person (for on campus or hybrid courses)
How will you deliver a copy of the quiz/exam to the DSS Testing Center	In-Person Delivery to Room 842
Blue Book:	No
Lined Paper	No
Scantron:	Yes
Calculator:	No
Notes:	No
Textbook:	No
Dictionary:	No
Computer:	No
For online/Canvas quizzes or exams, please provide the start and end time:	n/a
Additional notes or special instructions for the Test Proctor:	Scantron 882-E
Return completed quiz/exam via:	Campus Mail

File upload

This page will only allow one digital file to be uploaded. If you have multiple files/documents to provide, you may place all the files/documents in a zip folder and upload the zipped folder. If not able to upload a full copy of the quiz/exam here, you may still submit part of the quiz/exam and click on 'Submit changes'. Next, click on 'Back to test listing' and then click on 'Review file' for the test listing and from there you will be able to add an additional file. Note: Any changes/modifications to testing material provided through ClockWork, please notify the DSS Testing Center as soon as possible to inform of the changes. This will ensure that we have the most up to date test material for your student/s. Any questions, please contact the DSS Testing Center at (714) 992-7127 or at dsstestingcenter@fullcoll.edu

Select test/exam file to submit:

Select file ...   Browse ...

Previously uploaded tests:

No records to display.

Please note that you must click the   Submit changes   button in order to confirm your test to us.

🖨 Please print a copy for your records

Previous   **Submit changes**   Cancel

Fullerton DSS ClockWork, Email:dsp@fullcoll.edu, Phone:714-992-7099

Disability Support Services   FULLERTON COLLEGE ELEVATING. EXCELLENCE.

log out

Courses   **Accommodation letters**   **Help**

Test / Exam submission complete
Thank you for submitting your test / exam.

Back to courses list   **Back to test listing**   Logout

Fullerton DSS ClockWork, Email:dsp@fullcoll.edu, Phone:714-992-7099

*Please note that any changes/modifications to testing material provided through ClockWork, notify the DSS Testing Center as soon as possible to ensure that we have the most up to date test material for your student/s *

Any questions, please contact the DSS Testing Center at (714) 992-7127 or at dsstestingcenter@fullcoll.edu