Registering Accommodated Exams through ClockWork

1. CLOCKWORK STUDENT SERVICES PORTAL
   a. Open the 'ClockWork Student Services Portal':
      i. Select 'register an Exam'.
      ii. Follow on-screen instructions.

ClockWork Student Services
Welcome to the Student Services portal. Please select an option by clicking on the icon below.

Accommodation Activation
+ Letter Download

My Schedule

Book an Exam

2. REGISTER AN EXAM
   a. If you need to register a test, mid-term or quiz:
      i. Select the 'Schedule a test, mid-term or quiz' tab.

   b. If you need to register a final exam:
      i. Select the 'Schedule a final exam' tab.
      Please note:
      Any final exam that is scheduled before the official start of the final exam period should be registered through the “test, mid-term or quiz” tab. This includes final exams in night classes, labs, and some specialized programs.
3. SELECT A COURSE
   a. Select the course you would like to register a test for from the dropdown list
      i. Select “Next”
4. CLASS TEST DATE AND TIME
   a. Date of Class Test:
      i. Enter the date when your class is scheduled to write the exam.
         1. If you are registering a remote delivery exam for which students will write
            at different times during a time window, enter the first date and time on
            which you may write the exam.
         2. If you are the first person to register a particular exam, you will need to
            specify a date and time.
   b. Time of Class Test:
      i. Enter the time when your class is scheduled to begin writing the exam.
   c. Class Test Duration:
      i. Enter the amount of time the instructor has indicated for the exam.
      ii. Select ‘Next’.
5. **CHOOSE ACCOMMODATIONS**
   Your approved exam accommodations will be listed. Select the accommodation(s) required for this specific exam. Accommodations not selected will not be included in the exam registration.

   a. Check off all accommodations you wish to use during the exam.
      *Please note: Only accommodations with a check will be used for your test registration.*

   b. Select ‘Next’.
6. CONFIRM YOUR TEST TIME
   a. Select an exam date and time from the list.
      i. If none of the listed exam dates/times work for you, please email arrec@ualberta.ca for assistance.
7. CONFIRM AND COMPLETE
   a. Review your exam details
      i. If the exam details are correct, check the acknowledgement at the bottom of the page.
   b. Select “Finish” to complete your registration.

8. REVIEW YOUR EXAM REGISTRATION
   a. Take a few minutes to review your exam registrations using the “My Schedule/My upcoming events” link in the Online Student Services Portal.