

# Academic Success Centre

Supporting your academic skills development.

## 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

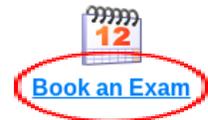
Welcome to the Student Services portal. Please select an option by clicking on the icon below.



[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*

Main menu

[Schedule a test, mid-term or quiz](#)

[Schedule a final exam](#)

[My upcoming events](#)

[Help](#)

### 3. SELECT A COURSE

a. Select the course you would like to register a test for from the dropdown list

i. Select "Next"

The screenshot shows the 'Exam Booking Steps' page. At the top left is the University of Alberta logo and the text 'UNIVERSITY OF ALBERTA ACADEMIC SUCCESS CENTRE'. Below this is a navigation bar with 'Main menu' on the left and '3t . log out' on the right. A sidebar on the left lists five steps: '1. Select course' (circled in red), '2. Class test date and time', '3. Choose accommodations', '4. Confirm your test time', and '5. Confirm and complete'. The main content area is titled '1. Select course' and contains the instruction 'Please select the course you would like to schedule a test for from the list below.' Below this is a 'Course Info' section with a 'Course:' label and a dropdown menu showing 'ANTHR 99 Z99'. At the bottom right of the main content area are three buttons: 'Previous', 'Next' (highlighted in blue), and 'Cancel'. The footer of the page reads 'University of Alberta Academic Success Centre'.

#### 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'.



UNIVERSITY OF ALBERTA  
ACADEMIC SUCCESS CENTRE

Main menu 3t . log out

[Exam Booking Steps](#)

- [1. Select course](#)
- [2. Class test date and time](#)**
- [3. Choose accommodations](#)
- [4. Confirm your test time](#)
- [5. Confirm and complete](#)

### 2. Class test date and time

Please enter the date and time **when your class is writing the exam.**  
PLEASE NOTE: If you are booking a **remote delivery exam** for which students will write at different times in a **time window** enter the **first** date and time on which you may write the exam.

When entering a new class exam date and time, you can use the Calendar date button to assist.

Please specify when the test is taking place. Enter class test duration in minutes.

**Specify a date and time**

Date of class test:  
 

Time of class test:

Class test duration:  
   
(hours) (minutes)

[Select a previously submitted date and time](#)

## 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'.



UNIVERSITY OF ALBERTA  
ACADEMIC SUCCESS CENTRE

Main menu 3t . log out

[Exam Booking Steps](#)

- [1. Select course](#)
- [2. Class test date and time](#)
- [3. Choose accommodations](#)**
- [4. Confirm your test time](#)
- [5. Confirm and complete](#)

### 3. Choose accommodations

Your approved exam accommodations are listed below. Please select the accommodation(s) required for this exam.  
PLEASE NOTE: accommodations not selected will **not** be included in this exam booking.

Available accommodations

\* note: Only accommodations with a check will be used for your test booking.

- 1.5 (Exam Time Multiplier)
- Alternate Format Exam Accommodations: Instructors need to provide a copy of the exam to our office ONLY if conversion to alternate format is required. If this is the case, an alternate format technician will contact you directly.
- Complex Accommodations (In class and/or In exam)
- Exam Accommodations: Following University procedures, students MUST book their exams by deadlines in order to access their approved exam accommodations.
- Exam Seating: If in-person exam - distraction-reduced environment (< 40 students with desk dividers)
- In Exam Comment (1.5 or 2.0.)
- North Campus

## 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](mailto:arrec@ualberta.ca) for assistance.



**UNIVERSITY OF ALBERTA**  
ACADEMIC SUCCESS CENTRE

Main menu 3t | log out

[Exam Booking Steps](#)

- [1. Select course](#)
- [2. Class test date and time](#)
- [3. Choose accommodations](#)
- [4. Confirm your test time](#)**
- [5. Confirm and complete](#)

### 4. Confirm your test time

Please select an exam date and time from the list below.  
PLEASE NOTE: if none of the listed exam dates/times work for you, please email [arrec@ualberta.ca](mailto:arrec@ualberta.ca) for assistance.

Available dates & times

Select from the available times below. Please confirm your exam date/time with your instructor.

Friday February 18 . 8:00 AM to 9:30 AM

A time slot is available; please click the 'Next' button below to continue scheduling your exam.

## 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.

The screenshot shows the '5. Confirm and complete' step of the exam booking process. On the left is a sidebar with 'Exam Booking Steps' where '5. Confirm and complete' is highlighted with a red oval. The main content area includes a yellow warning box, a section for 'Your tentative test information' with details for a test on Feb 18, 2022, and a section for 'Accommodations required' with a 1.5 multiplier and various notes. At the bottom, there is a checkbox for 'The information I am submitting is correct to the best of my knowledge.' and three buttons: 'Previous', 'Finish' (circled in red), and 'Cancel'.

UNIVERSITY OF ALBERTA  
ACADEMIC SUCCESS CENTRE

Main menu 31 . log out

[Exam Booking Steps](#)

- [1. Select course](#)
- [2. Class test date and time](#)
- [3. Choose accommodations](#)
- [4. Confirm your test time](#)
- [5. Confirm and complete](#)**

### 5. Confirm and complete

Please review the exam details below carefully. If the exam details are not correct, select the Previous button to return to the previous steps to update the exam booking.

If the exam details are correct, check the acknowledgement at the bottom of the page.

**IMPORTANT:** Please remember to select the Finish button to submit your exam booking; a confirmation email will be sent to you, as well an automatic email will be sent to your instructor.

Please review the information below carefully.

#### Your tentative test information

**Tentative test date and time**  
Fri Feb 18, 2022 . 8:00 AM to 9:30 AM (1 h and 30 m)

**Course information**  
ANTHR 99 Z99

**Class test date / time**  
Fri Feb 18, 2022 8:00 AM (1 h)

\* Note: this is not your accommodated writing time

**Accommodations required**

1.5 (Exam Time Multiplier)

Alternate Format Exam Accommodations: Instructors need to provide a copy of the exam to our office ONLY if conversion to alternate format is required. If this is the case, an alternate format technician will contact you directly.

Complex Accommodations (In class and/or In exam)

Exam Accommodations: Following University procedures, students MUST book their exams by deadlines in order to access their approved exam accommodations.

In Exam Comment (1.5 or 2.0.)

North Campus

The information I am submitting is correct to the best of my knowledge.

[Previous](#) [Finish](#) [Cancel](#)

University of Alberta Academic Success Centre

## 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](#).