How to Schedule Your Exam Using Clockwork
What is Clockwork?

• An online booking system that allows students to schedule exams/quizzes with the ODR Testing Center.

• Allows ODR to ensure your approved test accommodations are met.

• Ensures that a student’s professor(s) is aware that a student will be using the Testing Center instead of testing in the classroom.
How to Access Clockwork

To schedule an exam/quiz, please select here to be redirected to the Office of Disability Resources webpage and select the Students and Families tab.
To access the ClockWork scheduling feature, you may be prompted to log into Drexel Connect.
Clockwork Menu
Selecting the Correct Tab

[Image of a webpage showing different tabs such as Schedule a test, mid-term or quiz and Request a final exam, with the Schedule a test, mid-term or quiz tab highlighted]
Step 1: Select Your Course

6. Select the course you would like to schedule the exam for from the drop-down menu.
Step 2: Selecting a Date & Time

Select the date of your exam, the time of the exam, and the duration (without accommodations) of the exam.
Step 3: Confirm Professor Information
Step 4: Select Accommodations

4. Choose accommodations

Listed below are the accommodation(s) that have already been approved for you by your counselor. Please check off the accommodation(s) that you feel are necessary for this test.

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

- Extended time (2.0x) on hand-written or hand-typed exams and quizzes including timed online exams and quizzes
- Distraction reduced testing environment
- Ability to retest within 48 hours when student uses “flexibility in attendance” on day of exam or quiz. Doctor’s note to ODR required for rescheduling the same exam more than once.

Check all  
Check none  

Previous  Next  Cancel
Step 5: Review Test Information

5. Select your test time

Please select a date and time from the list of available dates and times below. If none of the dates/times at the list below will work for you then please contact us to see if alternate arrangements can be made. We can be reached via phone calling (215)951-1401 or email disability@drexel.edu

Note: If none of the dates/times below are possible for you then you have the option of calling or visiting us in person to see if alternate arrangements can be made.

Thursday June 7, 9:00 AM to 11:00 AM

A spot was found for you to write your test; please click the 'Next' button below to continue scheduling your test.
Step 6: Confirm & Complete

6. Confirm and complete

Tentative test date and time
Thu Jun 7, 2018, 9:00 AM to 11:00 AM (2 h)

Course information
MATH 410 CLAS A
Instructor
John Doe; john.doe@drexel.edu

Class test date / time
Thu Jun 7, 2018 9:00 AM (11)
* Note: this is not your accommodated writing time

Accommodations required
Extended time (2.5x) on hand-written or hand-typed exams and quizzes including extended online exams and quizzes.

I acknowledge that the information I am submitting is correct to the best of my knowledge.
Hello Your Name,

Your test booking request for MATH 101 has been successfully submitted:

Friday April 10, 2020 . 9:00 AM to 10:30 AM

Please contact us if you have any questions, or need to cancel or reschedule your test.

Drexel University
Office of Equality and Diversity
James E. Marks Intercultural Center, Suite 11
3225 Arch Street
Philadelphia, PA 19104
Phone: 215.895.1401
TTY: 215.895.2299
Fax: 215.895.1402
Email: disability@drexel.edu
Are you having difficulty scheduling an exam/quiz?

There could be various reason why you may be unsuccessful with scheduling. Some possible reasons are:

1. Your AVL has not been renewed.

2. You have attempted to book your exam less than 5 day (120 hours) before the exam is supposed to take place.

3. You have attempted to book an exam that starts or ends after 5PM

For further assistance please contact testproctoring@drexel.edu –

Please note that emails received outside of the Testing Center’s operating hours (Monday – Friday: 8AM-5PM EST) will not receive a response until the next business day.
Testing Center Locations

The Testing Center has two locations:

**University City (Main Campus):**
James E Marks Intercultural Center
3225 Arch Street
Room 015
Philadelphia, PA 19104

**Center City Campus:**
3 Parkway Building
Room 1041 (10th Floor)
1601 Cherry Street
Philadelphia, PA 19102

Students should go to the Testing Center location on the campus where they take classes.
Thank You!