



ClockWork Student Guide

OVERVIEW: This document describes the steps needed for students to schedule an exam through the Clockwork web application. The application is best access via the Internet Explorer or Microsoft Edge.

PROCESS:

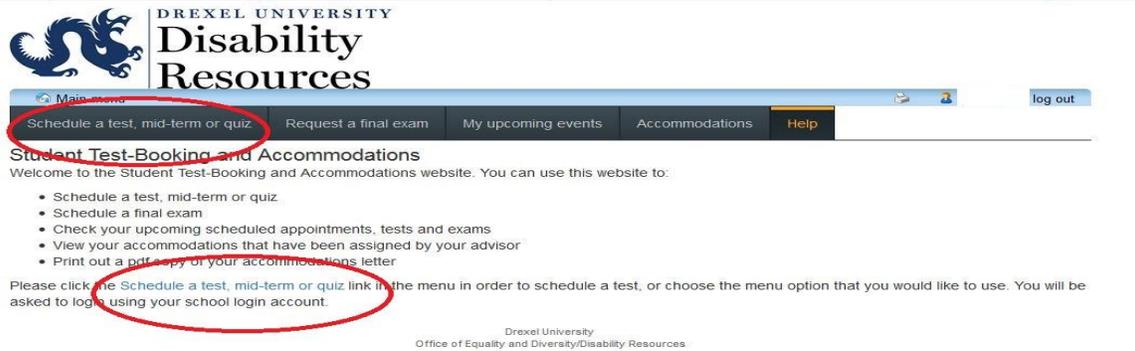
1. Login via: <https://accommodate.drexel.edu/ClockWork/>
2. When you first login you will see the below screen, please note your **student id** on the upper right corner.



3. Click on the **Schedule a test or exam** to get started.



4. Click on the **Schedule a test or exam** to get started.



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Home | My account | log out

Schedule a test, mid-term or quiz | Request a final exam | My upcoming events | Accommodations | Help

Student Test-Booking and Accommodations

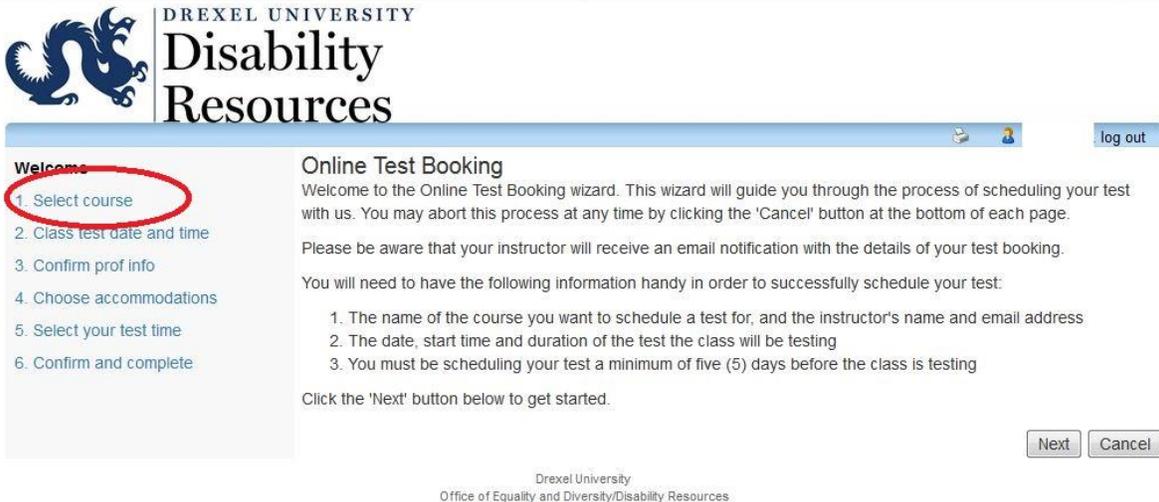
Welcome to the Student Test-Booking and Accommodations website. You can use this website to:

- Schedule a test, mid-term or quiz
- Schedule a final exam
- Check your upcoming scheduled appointments, tests and exams
- View your accommodations that have been assigned by your advisor
- Print out a pdf copy of your accommodations letter

Please click the **Schedule a test, mid-term or quiz** link in the menu in order to schedule a test, or choose the menu option that you would like to use. You will be asked to login using your school login account.

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5. Click on **Select course**.



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Welcome

1. Select course

2. Class test date and time

3. Confirm prof info

4. Choose accommodations

5. Select your test time

6. Confirm and complete

Online Test Booking

Welcome to the Online Test Booking wizard. This wizard will guide you through the process of scheduling your test with us. You may abort this process at any time by clicking the 'Cancel' button at the bottom of each page.

Please be aware that your instructor will receive an email notification with the details of your test booking.

You will need to have the following information handy in order to successfully schedule your test:

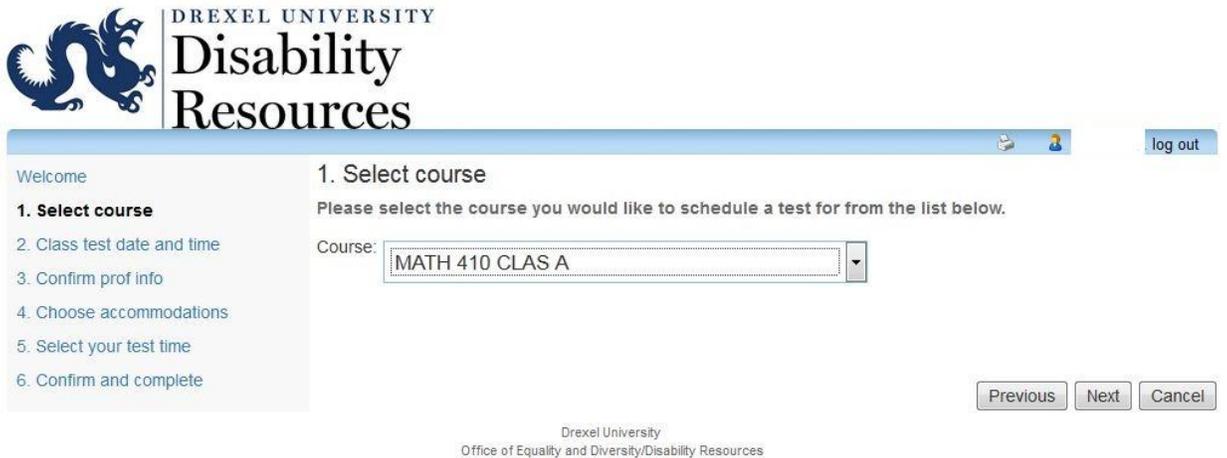
1. The name of the course you want to schedule a test for, and the instructor's name and email address
2. The date, start time and duration of the test the class will be testing
3. You must be scheduling your test a minimum of five (5) days before the class is testing

Click the 'Next' button below to get started.

Next Cancel

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6. Select the course you would like to schedule the exam for from the drop-down menu.



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1. Select course

2. Class test date and time

3. Confirm prof info

4. Choose accommodations

5. Select your test time

6. Confirm and complete

1. Select course

Please select the course you would like to schedule a test for from the list below.

Course:

Previous Next Cancel

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7. Select the date of your exam, the time of the exam, and the duration (without accommodations) of the exam.

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Welcome log out

- 1. Select course
- 2. Class test date and time**
- 3. Confirm prof info
- 4. Choose accommodations
- 5. Select your test time
- 6. Confirm and complete

2. Class test date and time
Please specify when the test is taking place. Enter class test duration in minutes.

Date of class test:

Time of class test:

(eg. 9:30 am)

Class test duration: (hours) (minutes)

Select a previously submitted date and time

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8. Make sure that your professor information is correct.

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Welcome log out

- 1. Select course
- 2. Class test date and time
- 3. Confirm prof info**
- 4. Choose accommodations
- 5. Select your test time
- 6. Confirm and complete

3. Confirm prof info
Please verify the following information and correct anything that is missing or incorrect.
MATH 410 CLAS A
You must enter the instructor email address in order to continue.

Instructor name: (last name, first initial)

Instructor email:

Alternate contact name:

Alternate contact email:

Alternate contact phone:

If your instructor has indicated that there is an additional contact, please enter it here.

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9. Select the accommodations that you are requesting for this exam.

The screenshot shows the '4. Choose accommodations' step. On the left is a navigation menu with steps 1 through 6, where step 4 is highlighted. The main content area lists three accommodation options, each with an unchecked checkbox: 'Extended time (2.0x) on hand-written or hand-typed exams and quizzes including timed online exams and quizzes', 'Distraction reduced testing environment', and '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.' Below the list are 'Check all' and 'Check none' buttons. At the bottom right are 'Previous', 'Next', and 'Cancel' buttons. The footer identifies the 'Drexel University Office of Equality and Diversity/Disability Resources'.

10. Ensure that the date, start and end times of the exam is correct.

The screenshot shows the '5. Select your test time' step. The navigation menu on the left highlights step 5. The main content area includes a note: '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.' Below this is a red oval highlighting a selected time slot: 'Thursday June 7 . 9:00 AM to 11:00 AM'. A message below the oval states: 'A spot was found for you to write your test; please click the 'Next!' button below to continue scheduling your test.' At the bottom right are 'Previous', 'Next', and 'Cancel' buttons. The footer identifies the 'Drexel University Office of Equality and Diversity/Disability Resources'.



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11. Confirm that all the information is correct and Click Finish.



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Welcome log out

- 1. Select course
- 2. Class test date and time
- 3. Confirm prof info
- 4. Choose accommodations
- 5. Select your test time
- 6. Confirm and complete**

6. Confirm and complete

This test is not scheduled yet! Click 'Finish' to submit your test request.

Please verify that the class date and time are correct - the information below will be sent to your professor.

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 (1 h)

*** Note: this is not your accommodated writing time**

Accommodations required

Extended time (2.0x) on hand-written or hand-typed exams and quizzes including timed online exams and quizzes

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

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Reminder:

* Students are required to submit their exam request at least five days/120 hours prior to the exam date.