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.

5. Click on **Select course**.

6. Select the course you would like to schedule the exam for from the drop-down menu.
7. Select the date of your exam, the time of the exam, and the duration (without accommodations) of the exam.

8. Make sure that your professor information is correct.
9. Select the accommodations that you are requesting for this exam.

10. Ensure that the date, start and end times of the exam is correct.
11. Confirm that all the information is correct and Click Finish.

Reminder:

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