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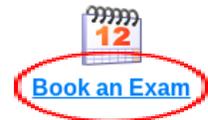
2. **REGISTER AN EXAM**
   a. **If you need to register a test, mid-term or quiz:**
      i. Select the 'Schedule a test, mid-term or quiz' tab.

   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"

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'.

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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:

| M/d/yyyy | 📅 |

Time of class test:

| eg. 9:30 am |

Class test duration:

| 0 | 0 |
| (hours) | (minutes) |

Select a previously submitted date and time

Previous   Next   Cancel

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.

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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** 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.

Previous | Next | Cancel

University of Alberta Academic Success Centre

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.