

How to Schedule Your Exam Using Clockwork



DREXEL UNIVERSITY

Disability
Resources



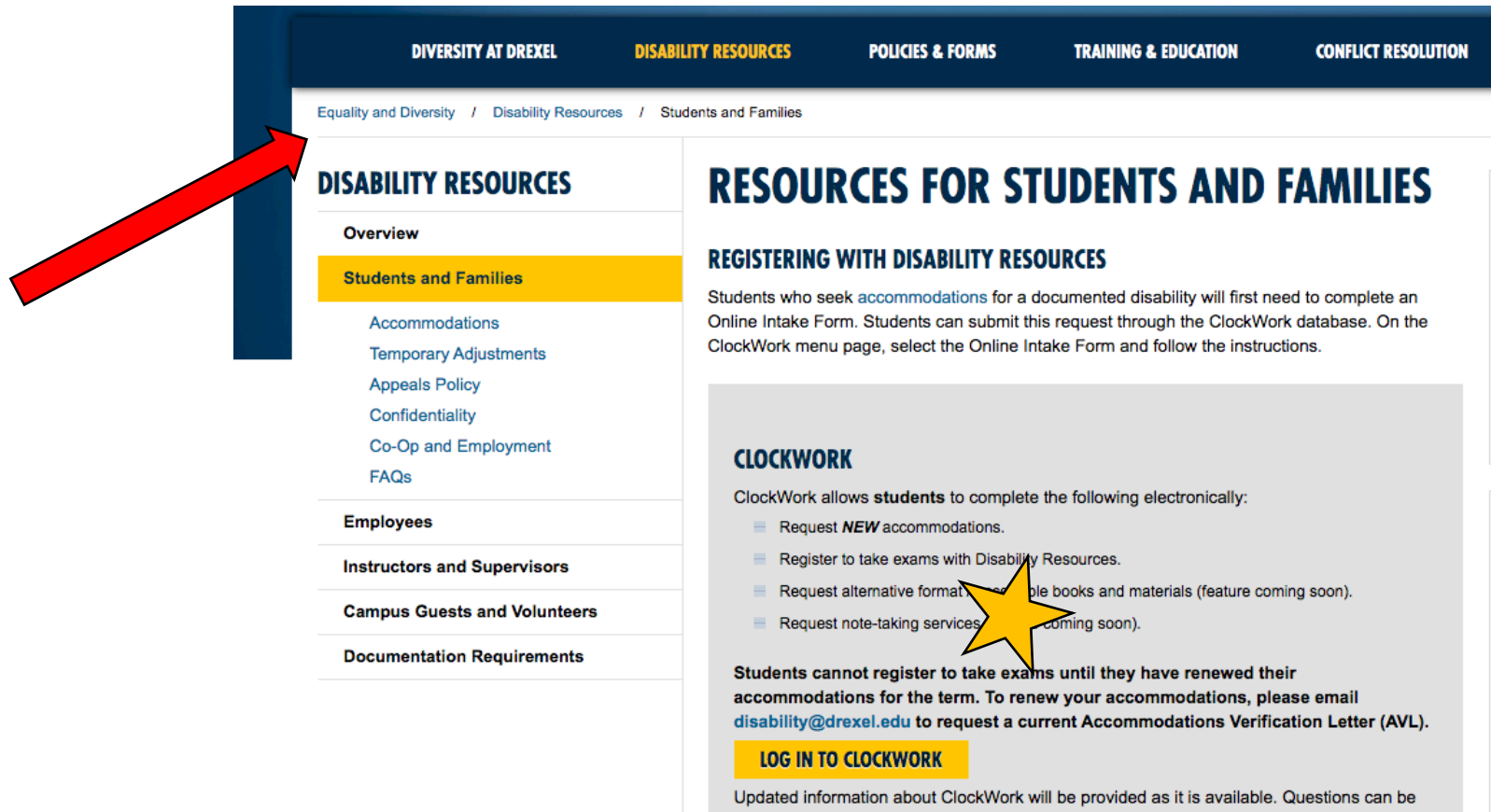
What is Clockwork?

- 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

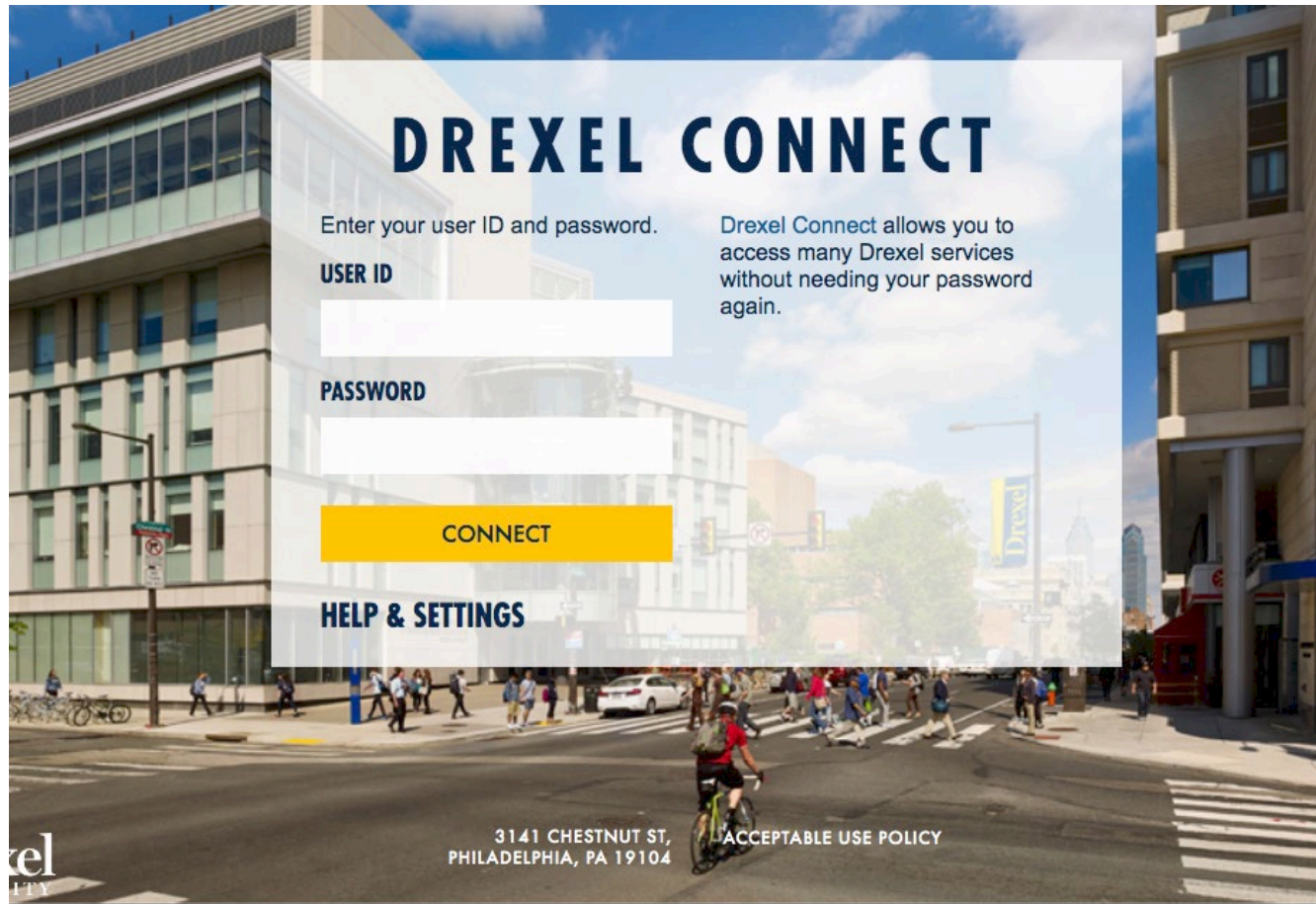
To schedule an exam/quiz, please select [here](#) to be redirected to the Office of Disability Resources webpage and select the *Students and Families* tab.



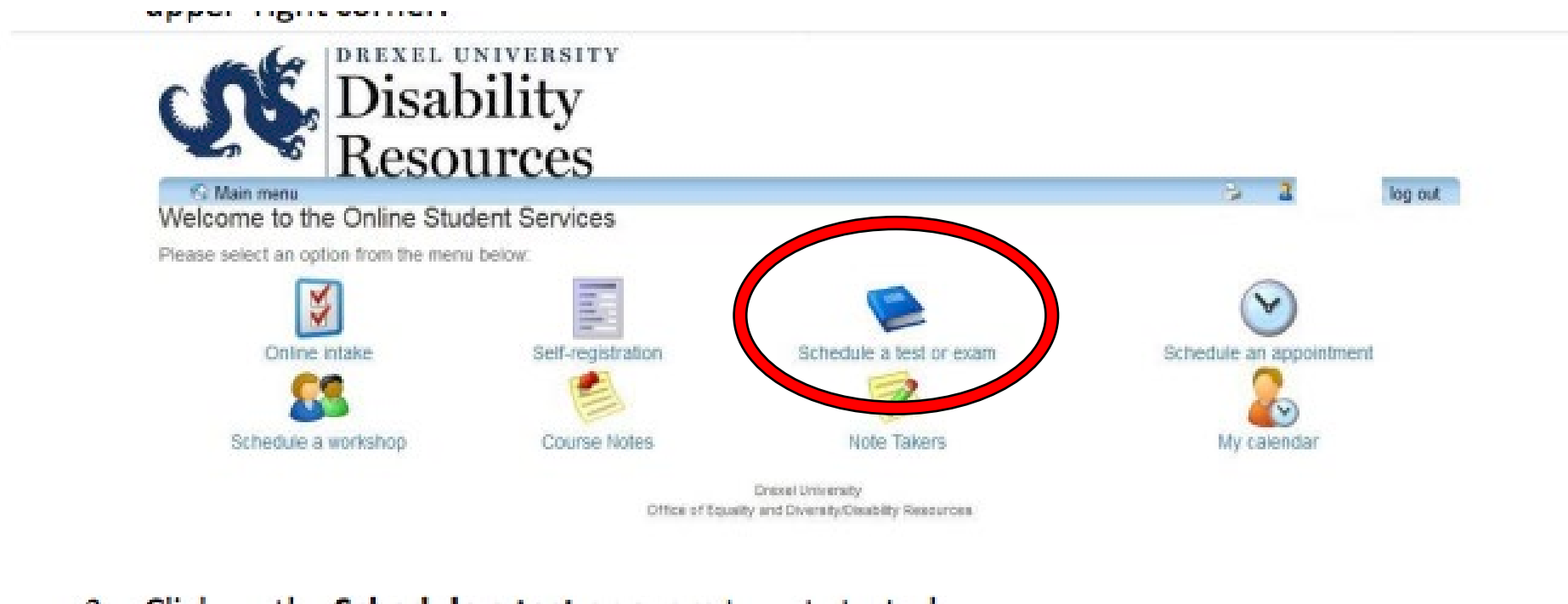
The screenshot displays the website's navigation bar with the following tabs: DIVERSITY AT DREXEL, **DISABILITY RESOURCES**, POLICIES & FORMS, TRAINING & EDUCATION, and CONFLICT RESOLUTION. Below the navigation bar, the breadcrumb trail reads: Equality and Diversity / Disability Resources / Students and Families. The left sidebar menu includes: **DISABILITY RESOURCES**, Overview, **Students and Families** (highlighted in yellow), Accommodations, Temporary Adjustments, Appeals Policy, Confidentiality, Co-Op and Employment, FAQs, Employees, Instructors and Supervisors, Campus Guests and Volunteers, and Documentation Requirements. The main content area is titled **RESOURCES FOR STUDENTS AND FAMILIES** and features a section for **REGISTERING WITH DISABILITY RESOURCES**. This section explains that students seeking accommodations must complete an Online Intake Form through the ClockWork database. A **CLOCKWORK** section lists the following services available electronically: Request **NEW** accommodations, Register to take exams with Disability Resources, Request alternative format books and materials (feature coming soon), and Request note-taking services (coming soon). A yellow star highlights the **LOG IN TO CLOCKWORK** button. Below this button, a note states: "Students cannot register to take exams until they have renewed their accommodations for the term. To renew your accommodations, please email disability@drexel.edu to request a current Accommodations Verification Letter (AVL)." At the bottom of the page, it says: "Updated information about ClockWork will be provided as it is available. Questions can be..."



To access the ClockWork scheduling feature, you may be prompted to log into Drexel Connect.



Clockwork Menu



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Main menu log out

Welcome to the Online Student Services

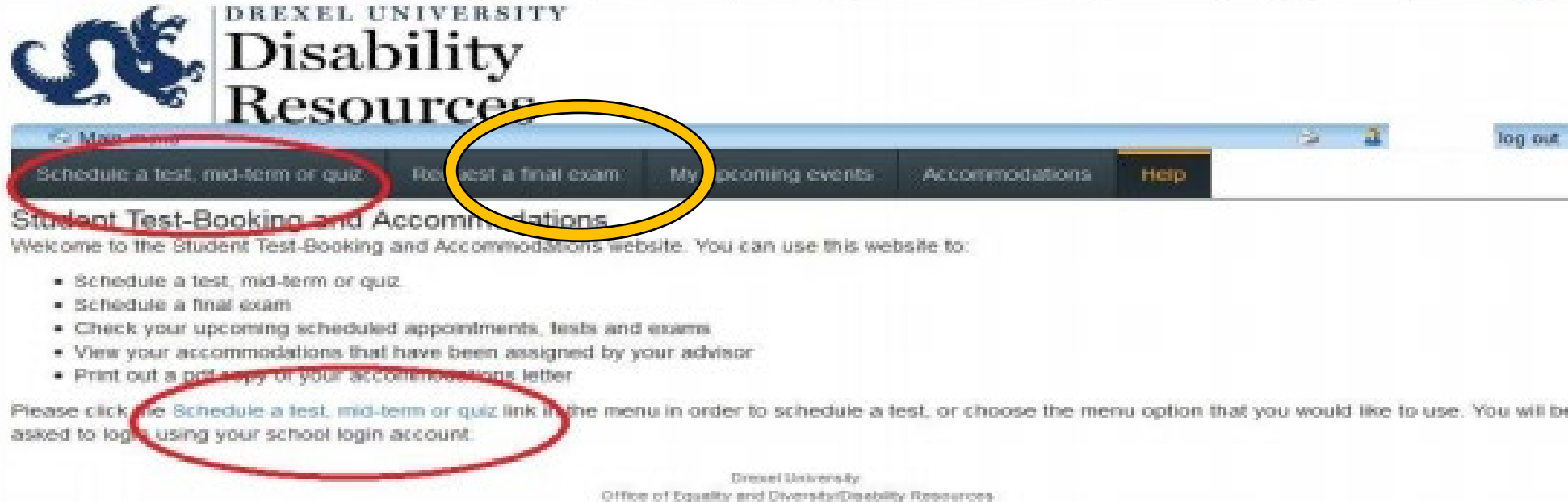
Please select an option from the menu below:

- Online intake
- Schedule a workshop
- Self-registration
- Course Notes
- Schedule a test or exam**
- Note Takers
- Schedule an appointment
- My calendar

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Office of Equality and Diversity/Disability Resources



Selecting the Correct Tab



The screenshot shows the Drexel University Disability Resources website. At the top left is the Drexel University logo and the text "DREXEL UNIVERSITY Disability Resources". Below this is a navigation bar with several tabs: "Schedule a test, mid-term or quiz", "Request a final exam", "My upcoming events", "Accommodations", and "Help". The "Schedule a test, mid-term or quiz" tab is circled in red, and the "Request a final exam" tab is circled in yellow. To the right of the navigation bar is a "log out" button. Below the navigation bar is the heading "Student Test-Booking and Accommodations" and a welcome message: "Welcome to the Student Test-Booking and Accommodations website. You can use this website to:". This is followed by a bulleted list of services: "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", and "Print out a pdf copy of your accommodations letter". Below the list is a paragraph of instructions: "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 log in using your school login account." The "Schedule a test, mid-term or quiz" link in this paragraph is circled in red. At the bottom of the page is the text "Drexel University Office of Equality and Diversity/Disability Resources".

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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:

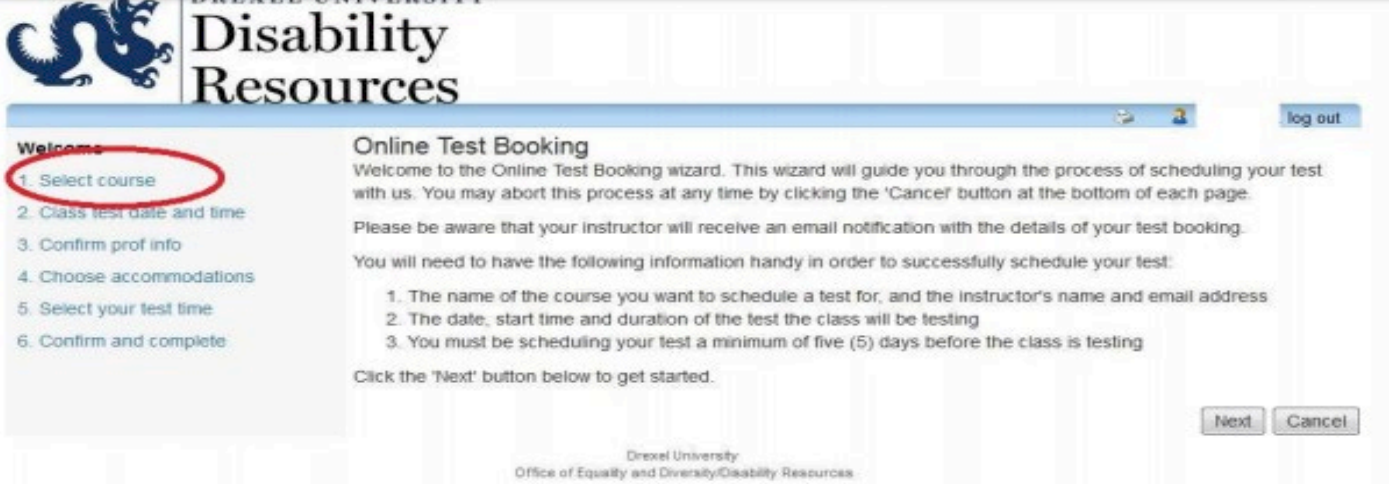
- Schedule a test, mid-term or quiz.
- Schedule a final exam
- Check your upcoming scheduled appointments, tests and exams
- View your accommodations that have been assigned by your advisor
- Print out a pdf copy of your accommodations letter

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 log in using your school login account.

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Step 1: Select Your Course



Disability Resources

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:

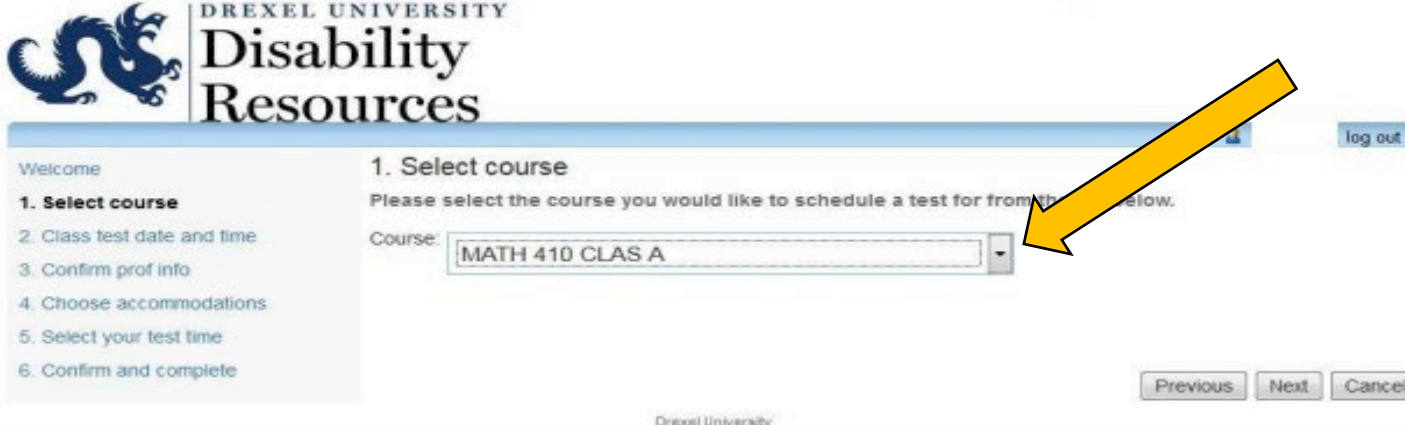
1. The name of the course you want to schedule a test for, and the instructor's name and email address
2. The date, start time and duration of the test the class will be testing
3. You must be scheduling your test a minimum of five (5) days before the class is testing

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.



Disability Resources

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

1. Select course

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

Course:

Previous Next Cancel

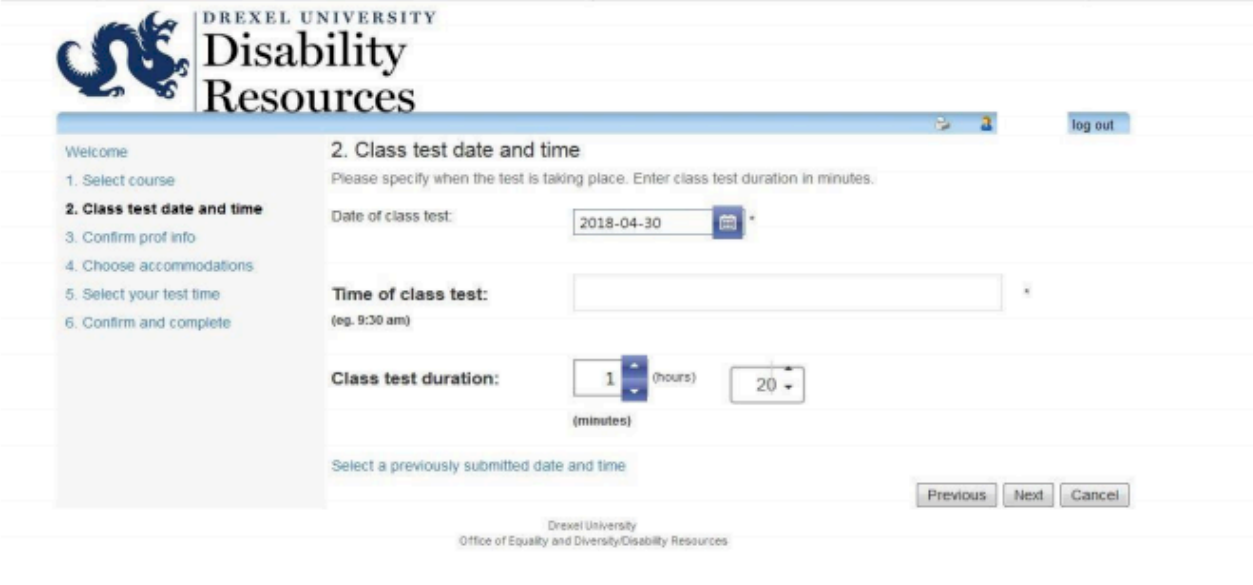
Drexel University



Step 2: Selecting a Date & Time



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



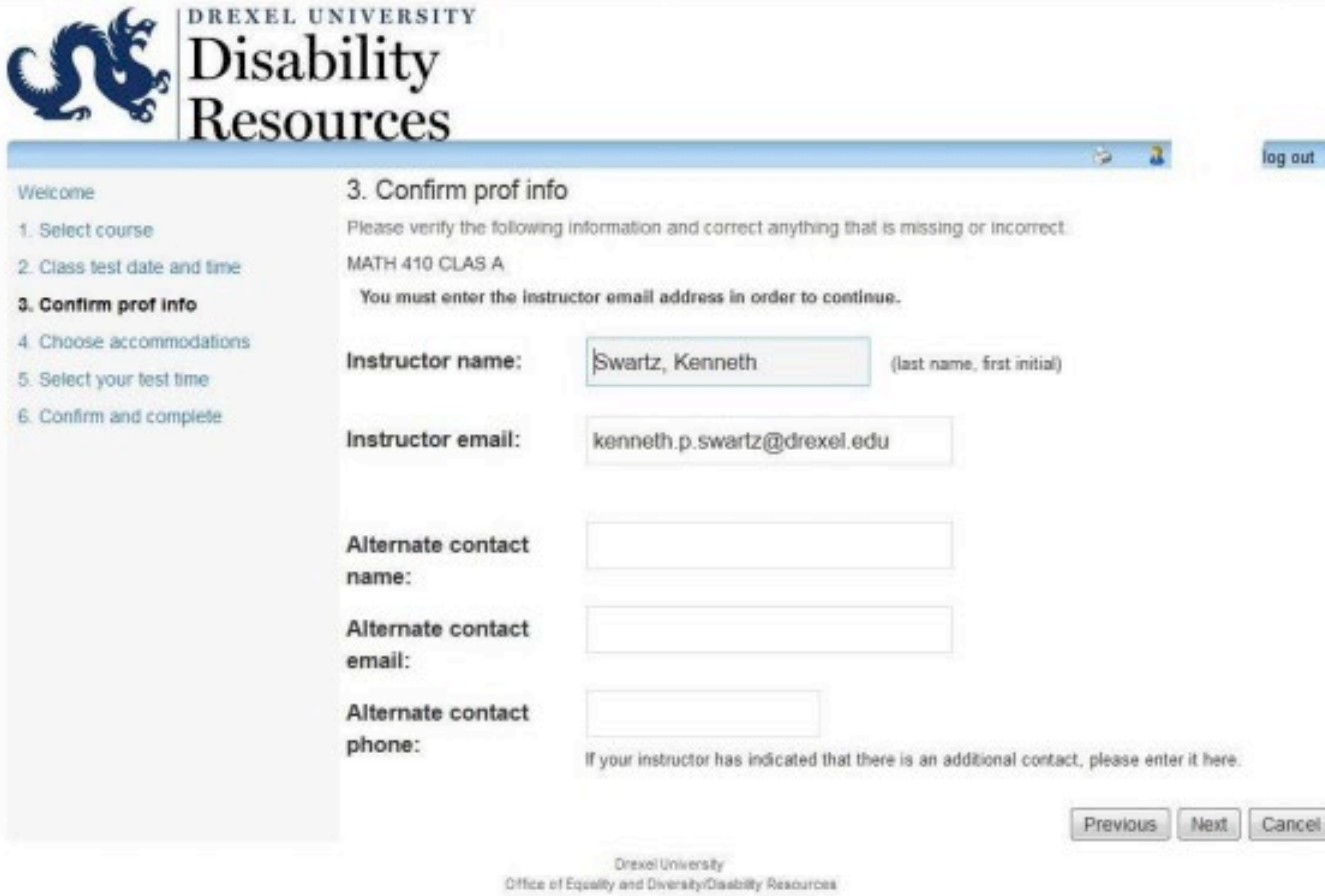
The screenshot shows the '2. Class test date and time' step of the exam selection process. The interface includes a sidebar with a list of steps: '1. Select course', '2. Class test date and time' (highlighted), '3. Confirm prof info', '4. Choose accommodations', '5. Select your test time', and '6. Confirm and complete'. The main content area contains the following fields and instructions:

- 2. Class test date and time**
Please specify when the test is taking place. Enter class test duration in minutes.
- Date of class test:** A date picker field showing '2018-04-30'.
- Time of class test:** An empty text input field with a '*' icon, with the example '(eg. 9:30 am)' below it.
- Class test duration:** Two spinner boxes. The first is set to '1' (hours) and the second is set to '20' (minutes).
- A link: 'Select a previously submitted date and time'.
- Navigation buttons: 'Previous', 'Next', and 'Cancel'.

At the bottom of the page, it reads: 'Drexel University Office of Equality and Diversity/Disability Resources'.



Step 3: Confirm Professor Information



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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:

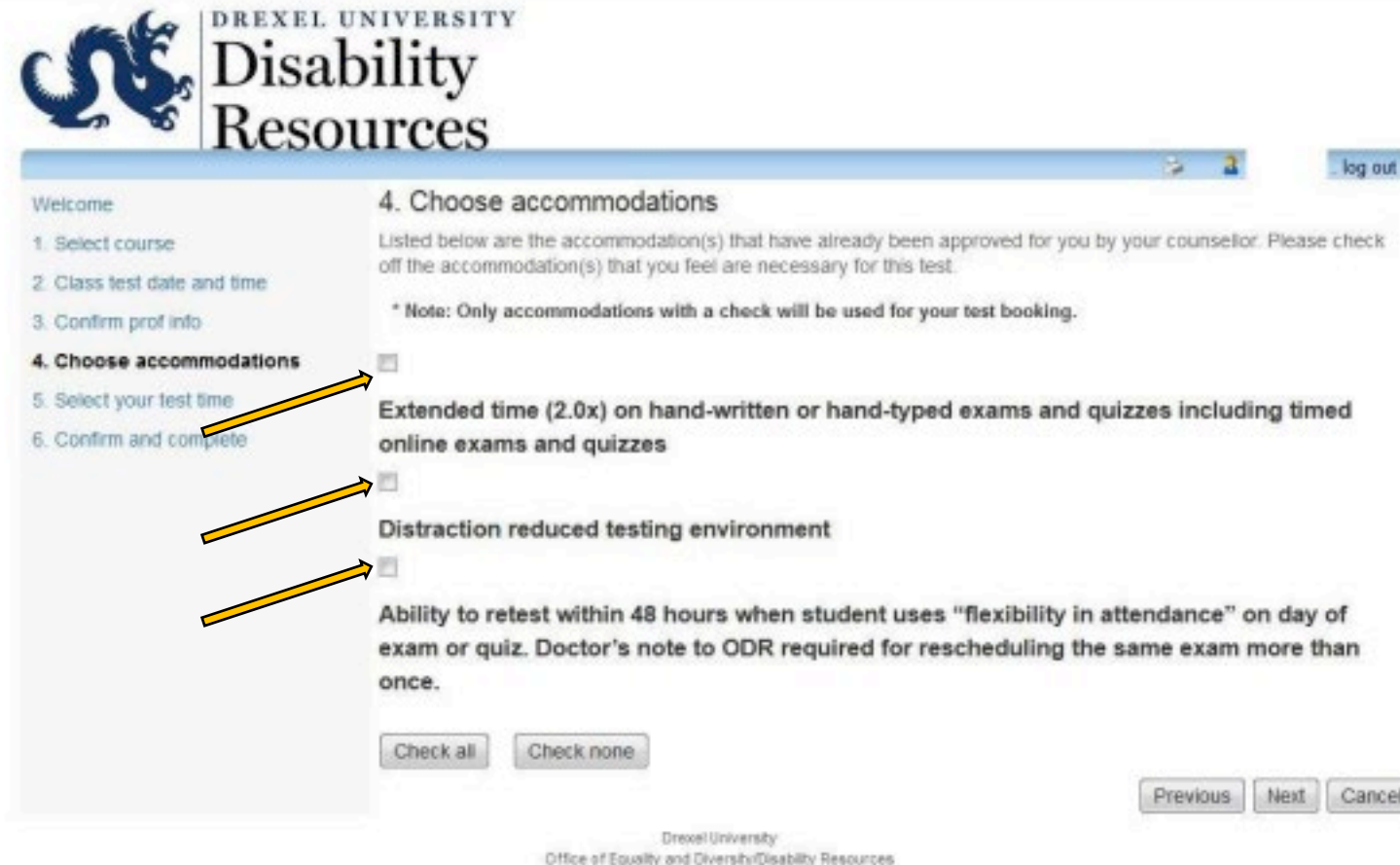
If your instructor has indicated that there is an additional contact, please enter it here.


Previous Next Cancel

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Step 4: Select Accommodations



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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

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

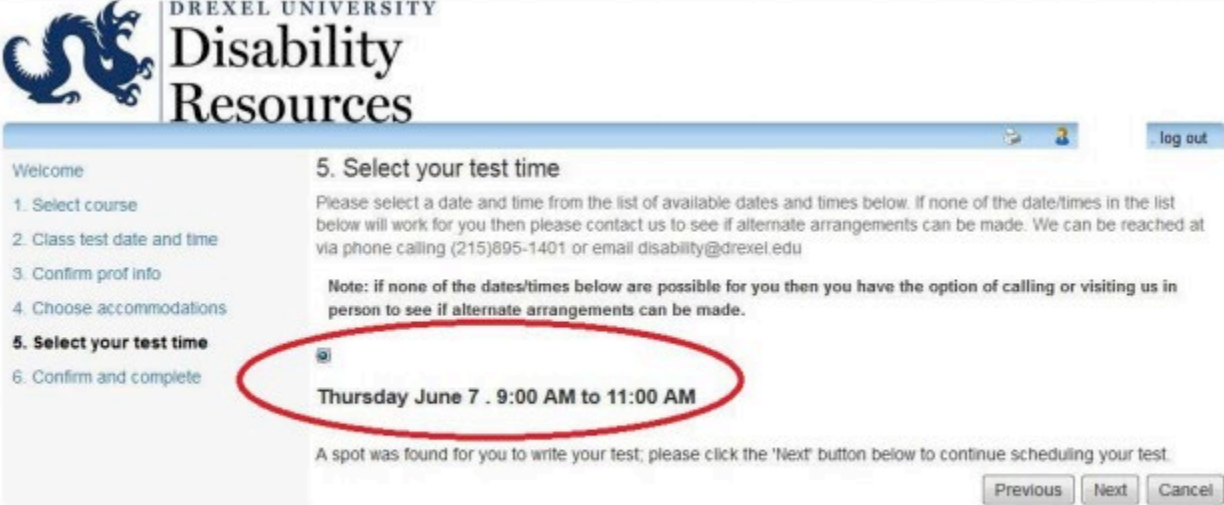
Distraction reduced testing environment


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.

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Step 5: Review Test Information



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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

5. Select your test time

Please select a date and time from the list of available dates and times below. If none of the date/times in the list below will work for you then please contact us to see if alternate arrangements can be made. We can be reached at via phone calling (215)895-1401 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

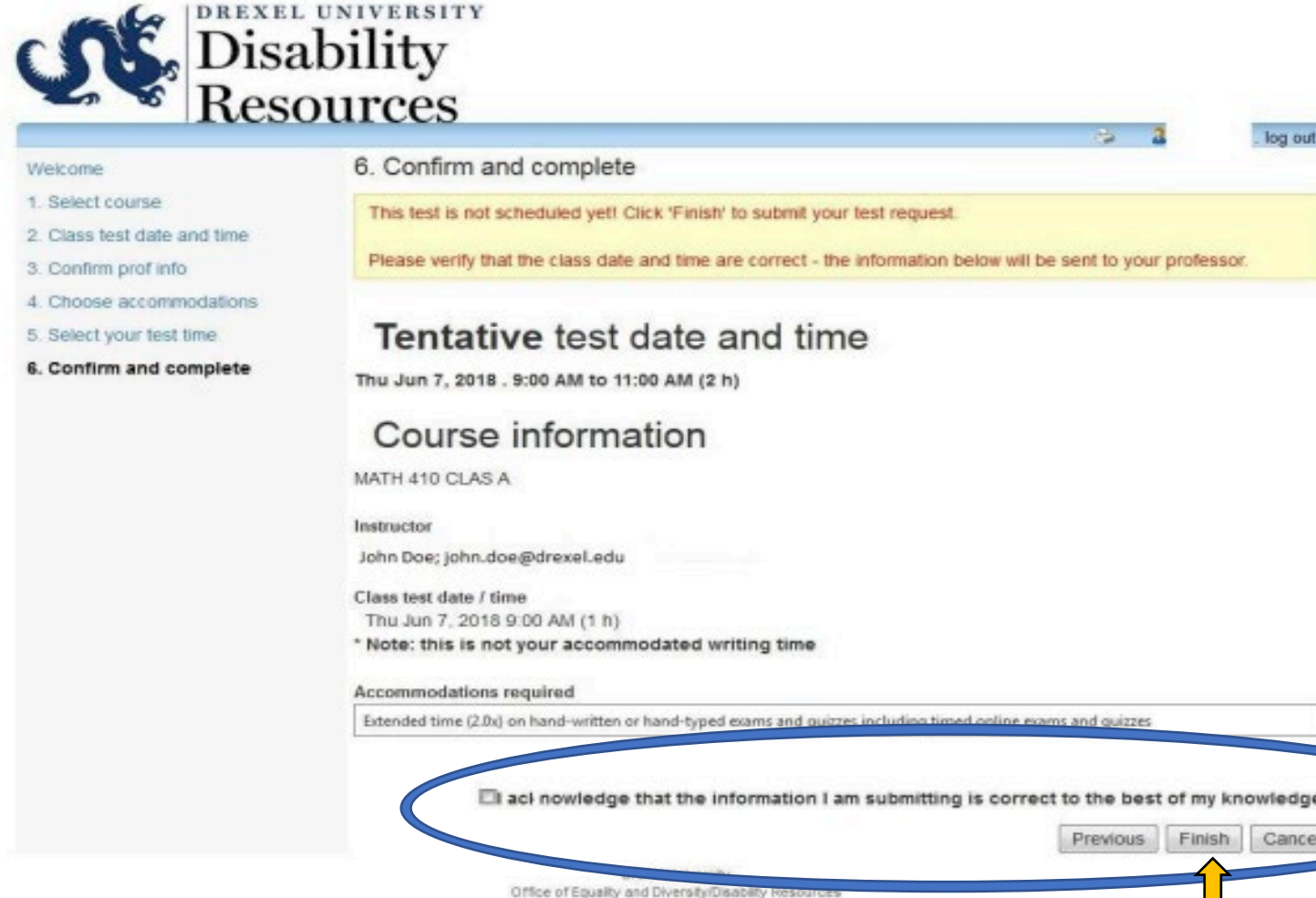
A spot was found for you to write your test; please click the 'Next' button below to continue scheduling your test.


Previous Next Cancel

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Step 6: Confirm & Complete



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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.

Previous Finish Cancel

Office of Equality and Diversity/Disability Resources



Confirmation Email

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 Intercultereral 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 !

