ACCOMMODATED LEARNING CENTRE

Exam Booking Manual

“In the middle of every difficulty lies opportunity”

- Albert Einstein

S. Payant & M. Christman 2018
Follow these steps to book your exams with the Accommodated Learning Centre:

** Please note, all exams must be booked at least 7 days in advance **

** Please note, all students must sign the ALC policy in order to access Clockwork **

First, you will need to go to the Accommodated Learning Centre website: 
https://www.uleth.ca/ross/accommodated-learning-centre

Click on the ClockWork icon (or the link below the icon)

Once you have clicked on the ClockWork icon (or the link), this is the page you will be directed to. This is the starting point of the booking process. Please click on ‘Schedule a test, mid-term or quiz’
Please use your University of Lethbridge login.

Once you are logged in, you will see the Welcome page, by clicking Next you will then start the first of seven simple steps to book all your quizzes/exams/mid-terms/finals:

**Step 1: Select Course**

This is where you will choose the course you are going to be writing your quiz or exam in:

Click Next once you have the course selected, to proceed to step 2.

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Step 2: Class test date and time

Please ensure you are inputting the following information:

- **Date of class test:**
  - Paper based exams: please put in the date that your instructor has provided as the test date.
  - Moodle exams: please choose the date of your exam; this must be within the required exam timeframe.
  - IMPORTANT: Moodle exams must be scheduled to begin between 8:30am and end no later than 4:00pm Monday to Friday.

- **Time of class test:** Please **TYPE** in the start time of your exam.
  - Paper based exams: must be written at the same time as the rest of the class.
  - Moodle exams: must be written during the ALC office hours, starting as early as 8:30am and ending no later than 4:30pm.

- **Class test duration:**
  - Please input the original duration of the exam (you will not add any time accommodations here).
  - The duration of the exam should be given to you by your professor.

Once you have entered the exam test date and time, click **Next** to proceed to step 3.
Step 3: Confirm Instructor Information

In this window you will notice that your instructor’s name and email populates automatically. You do not have to do anything with this information other than review it. Click Next to proceed to step 4.

![Step 3: Confirm Instructor Information](image)

Step 4: Choose accommodations

This step will include all the accommodations that you receive.

![Step 4: Choose accommodations](image)

You can select which accommodations you would like to receive for your exam. You can either choose all accommodations by clicking Check all or select which individual accommodation(s) you require for this exam. Once completed click Next to proceed to step 5.
Step 5: Additional Requirements

Please indicate the format of the exam you will be writing (Moodle or Paper).

Then click Next to proceed to step 6.

Step 6: Select your test time

In this window you can review the date, start and end time of your exam.

If everything is correct click Next to proceed to step 7.
Step 7: Confirm and complete

This step will give you an overview of all the information you have entered in the previous steps.

IMPORTANT: Please ensure you have checked the button to acknowledge that everything is correct.

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

Then click Finish.

Congratulations, you have now booked your exam!
It is important to note:

- You will receive an email confirmation of your booking once you have completed all seven steps.
- If you notice an error or need to make a change to your booking, you MUST contact our Exam Coordinator to make the changes.
- You can also go to the ‘My upcoming events’ tab to view all booked exams.

- All booked upcoming exams will show up in this area. It is important to check this regularly to ensure you have booked your exams.
- Please note, we have a 7 Day Exam Booking Deadline
- We encourage you to frequently check your University of Lethbridge email address as we will send out important reminders and information and/or changes that you need to be aware of.
- If you have any questions about the booking process or any changes that you need to make to your exam booking, please contact Svitlana Payant, the Exam Coordinator, at exam.accommodations@uleth.ca