When you first log into clockwork this is the main menu that you will see:

Navigating to the Accommodation Letters tab will allow you to view all accommodation letters for all courses you are instructing as depicted below:

Navigating to the courses tab will let you see each course individually.

If you select Accommodation Letters, it will show you each student with accommodations for that course.
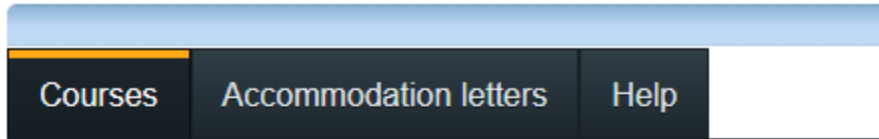
Select the student and press view letter. On the following screen, select Review PDF Letter to see the student's individual accommodations. You will also be able to acknowledge that you have received the letter.

Courses | **Accommodation letters** | **Help**

Accommodation Letters for TEST 001 100
Please select the student below:

○ Featherpenny, James

View the letter

→ **View letter** | **Back to courses**

CALGARY

kaitlyn.dionne . log out
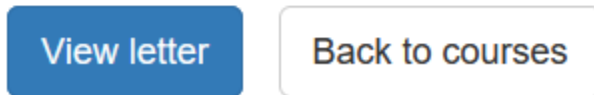
Courses | Accommodation letters | Help

Accommodations for Featherpenny, James . 00000002   TEST 001 section 100 (F24)

Step 1: Review the accommodations letter

When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

Review PDF Letter   ← Open the PDF

Step 2: Confirm receipt of the accommodations letter

Please indicate below that you have received this letter. If you have any questions or concerns please contact the Access Advisor listed on the letter.

☑ I acknowledge that I have received this Accommodation Letter

Submit   ← Acknowledge the letter

Student Accessibility Services, University of Calgary

From the Courses tab you can also select Tests and Exams to upload your exam and exam information

Once you select Tests and Exams you will see all the exams that students have currently booked with the SAS Exam Centre. From here you can either add a missing test or confirm and edit the information for a test students have already booked.

When creating a new test, or editing an existing one the first step is to ensure that the date, start time, and end time are accurate for the class writing time (clockwork will automatically add students' individual accommodated time so you do not need to account for it when setting up the details in clockwork.) Once everything is correct, select Next.

The next page will show you what students have booked to write in the exam centre (if you are creating a new test there will be no students listed yet). Select next to move onto uploading the test

In clockwork all the test information will be on one page, but for the purposes of this walkthrough we'll do a breakdown of each section:

Section 1- what lecture sections does this test apply to? Most courses will have multiple lecture sections such as Test 001 L100 vs Test 001 L200. If the test is only for One lecture section, please indicate which one. If it's for both classes, please indicate that instead.

3. Test Information for TEST 001 sect. 100 (F24)

Multiple Lecture Sections (if applicable)

☑ This is a common exam for all lecture sections of the course

☐ This exam is for one or some lecture section(s) of the course

Specify lecture section(s):

```
TEST 001 L100 and TEST 001 L200
```

Section 2- Instructor contact information. If you are available to answer student questions, please tell us how best to contact you. If you're not available, please select not available for questions and leave the remaining fields blank.

Instructor Contact Information

☑ I am not available for questions during the test

Ways to contact you during the test (if a student has questions):

Phone:

Text:

Email:

Section 3- how should we print the test? Please indicate how you would like us to print your exam, and if a scantron or blue book is needed for the test (we will provide these). If the test is online and does not need to be printed, please select that option.

Test Printing

(If the fields below are left blank, Exam Centre will print exams/tests/quizzes in black and white, double sided, on letter sized paper.)

☐ Test is solely online (check and proceed to Resources Allowed section below)

Paper Size:

| Legal | ⌄ |

Sides:

| Single sided | ⌄ |

Colour:

| Colour | ⌄ |

☐ Scantron Required (Exam Centre will provide)

☑ Blue Book Required (Exam Centre will provide)

Section 4- let us know what students are allowed to bring into or have during the test. If something is not allowed, leave the information blank. If something is allowed that is not listed here, please go to section 5:

Resources Allowed

(Blank fields will be treated by Exam Centre as Not Allowed/Not Required)

Scrap Paper:

| Extra scrap paper allowed (Exam Centre will provide), shredded after exam | ⌄ |

Calculator:

| Non-programmable (scientific) calculator | ⌄ |

Note Sheet:

| | ⌄ |

☐ If allowed, note sheet to be handed in with test

Open Book / Notes:

| All resources allowed (including electronic and internet) | ⌄ |

Model Kit / Specialized Equipment:

| | ⌄ |

Software Required:

☐ Access

☐ D2L

☐ Excel

☐ Minitab

☐ Matlab

☐ R Studio

☐ Webwork

☐ Other (specify in Other Exam Requirements/Notes)

Section 5- this is a dialogue box where you can give more detailed information, or include an allowed resource if it wasn't listed in the previous section. For example, if students are allowed to bring their own laptop, please indicate that here.

Other Exam Requirements/Notes

Indicate any additional requirements/notes below:

Students are allowed their own laptop for notes

Section 6- how would you like to give us your exam, and who will be picking it up on your behalf. To give us your exam, you can either upload it to clockwork or let us know you'll be dropping it off at the exam centre. **Completed exams must be picked up from the exam centre and are made available the following business day.** Please indicate who will be picking up the exam.

Test Sending/Returning

Test Sending:

⦿ I will upload a copy of the test to ClockWork

◯ I will be hand delivering copies of the test for all students writing in Exam Centre (MSC 460)

Test Returning:

Exam delivery is not available. Completed exams can be picked from the Exam Centre (MSC 460) on the next business day between 8:00 am and 8:00 pm

In someone will be picking up completed exams on your behalf, please indicate their name below:

TA Helena Dionne

Once all the resource information is in, select 'Next' to be taken to the page where you can upload your test (pdfs are preferred). The system will only allow you to upload one file at a time. To send us multiple files the easiest way is to **create a zip file to upload**. You can also upload the first file, press submit changes, and then go back in to upload the second file. ***Please note that if you currently have the test open, it will not attach.**

4. Confirm exam details for TEST 001 sect. 100 (F24)

Test details

TEST 001 sect. 100 (F24)
Thu September 19, 2024 . 9:00am - 10:00am

File upload

Exams/tests/quizzes can be uploaded below or delivered to the Exam Centre (MacEwan Student Centre 460). Delivered exams/tests/quizzes must be provided at least one business day prior to the scheduled writing date.

To submit multiple exam files, please add the files to a zipped folder and submit the .zip file.

If you make corrections/changes to this exam following this upload, please communicate those corrections/ changes directly to the Exam Centre rather than uploading a corrected version of the test.

Please note that after selecting a file to submit below you must then click the Submit changes button in order to upload the file and finish the confirmation process.

Select test/exam file to submit:

Select file...	Browse ...

No records to display.

Previously uploaded tests:

🖶 Please print a copy for your records.

| Previous | Submit changes | Cancel |

Once you select Submit changes you should see a message indicating the test submission is complete.

| Courses | Accommodation letters | Help |

Test / Exam submission complete

Thank you providing the details regarding this upcoming exam/test/quiz.

If you have any questions or corrections during the exam, we can be reached at 403-220-3868 or access.exams@ucalgary.ca

| Back to courses list | Back to test listing | Logout |

Student Accessibility Services, University of Calgary
MacEwan Student Center 452
http://ucalgary.ca/student-services/access
(403) 210-6019 | access@ucalgary.ca

Please direct exam inquiries to:
(403) 220-3868 | access.exams@ucalgary.ca

If everything was successful the test booking should look like the image below. You can make additional changes after uploading, but if you do, **please notify the exam centre at <u>access.exams@ucalgary.ca</u> as we may have already begun processing the test and the change might not be conveyed to students.**

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
Test	**September 19** Thursday (2024)	**9:00 AM (60 minutes)** *Last modified: 2024-09-12*	✅ Yes	✅ **Review file**	📝 Confirm/ Edit

Back to course list