CLOCKWORK GUIDE FOR STUDENTS

A how-to guide on scheduling exams in the Exam Proctoring Center.

**Step 1:** Log onto Clockwork Database using your WPI username and password.

**Step 2:** Click on Schedule a test or exam

**Step 3:** Click on the link or tab that says “Schedule a test or quiz”
Step 4: Begin signing up for your exam

Step 5: Using the drop down bar select the class you are scheduling your exam for
Step 6: Select the class test date and time

*Note* in class test duration: Type the class time only not accommodated time

Step 7: Confirm Instructor Information:
**Step 8:** Choose Accommodations:

*Note* Choose which accommodations you would like to use for the exam.

**Step 9:** Additional Requirements:
**Step 10:** Select your test time:

6. Select your test time
   
   Please select a date and time from the list of available dates and times below. If none of the dates/times in the list below will work for you then please contact us to see if alternate arrangements can be made.

   **Available dates & times**
   
   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.

   - Friday, August 28, 9:00 AM to 10:15 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

   Office of Disability Services | 124 Daniels Hall | Worcester, MA 01610-2200 | Phone: 1-508-831-4906 | disabilityservices@wpi.edu

**Step 11:** Confirm and Complete

7. 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.

   **Your tentative test information**
   
   Tentative test date and time
   - Fri, Aug 28, 2015, 9:00 AM to 10:15 AM (1 h and 15 m)

   Course information
   - Laura's Test 1234 01

   Instructor
   - Laura Rosen, lrosen@wpi.edu

   Class test date / time
   - Fri, Aug 28, 2015, 9:00 AM (50 minutes)

   Note: this is not your accommodated writing time

   Accommodations required
   - Assistive computing (screen readers, voice recognition software, and/or enlarged screen reader) for exams.
   - Access to a scribe or voice-recognition software for exams and other written work.
   - Time extensions for in-class exams or quizzes. "Exam quizzes in the fall and spring semesters can be arranged within the individual department or through the Exam Proctoring Center (EPC). Note the EPC is not available during the summer terms."
*Note* select “Finish” in order to complete your request.

Confirmation fo your exam