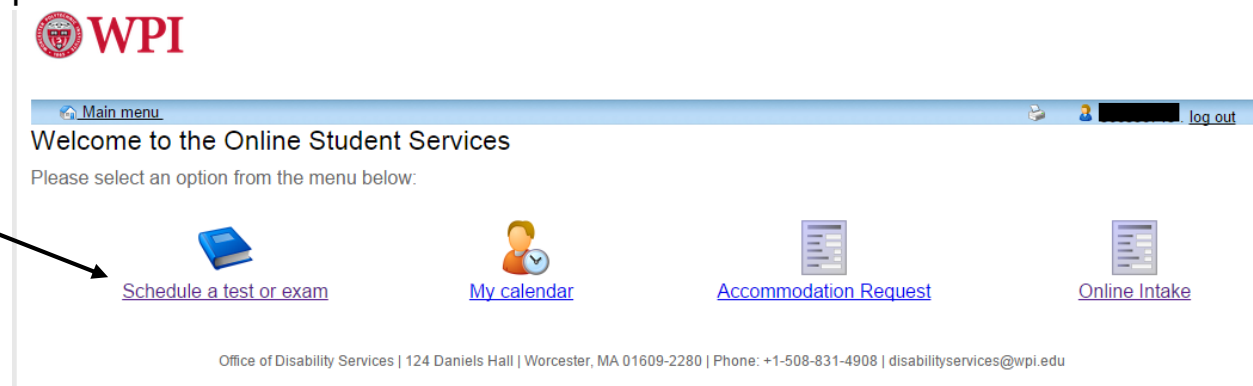


CLOCKWORK GUIDE FOR STUDENTS

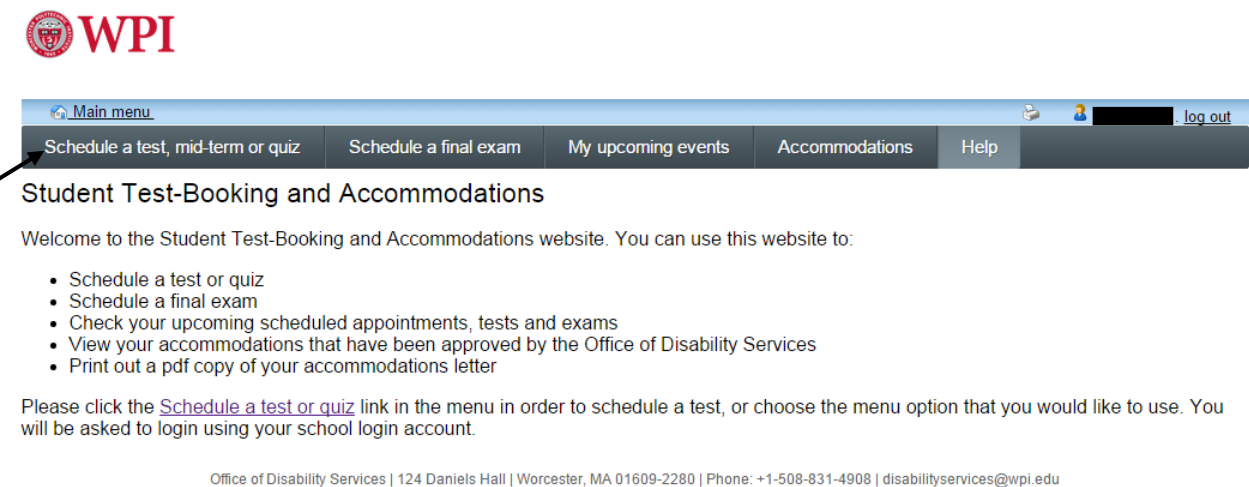
A how-to guide on scheduling exams in the Exam Proctoring Center.

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

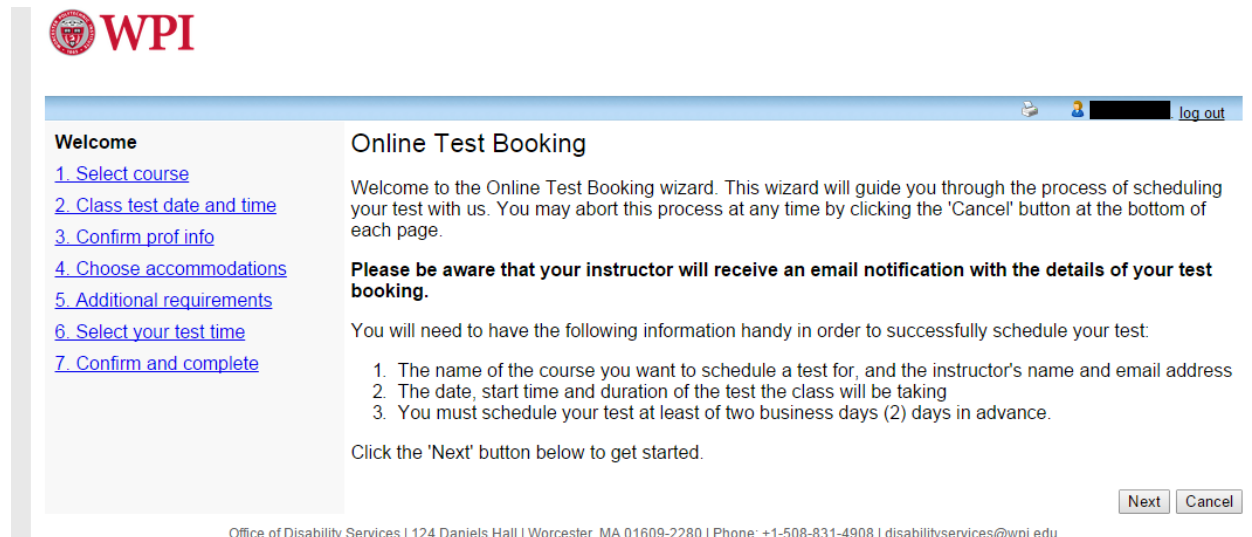


Setp 2: Click on Schedule a test or exam

Step 3: Click on the link or tab that says “Schedule a test or quiz”



Step 4: Begin signing up for your exam



The screenshot shows the WPI Online Test Booking wizard. The left sidebar contains a 'Welcome' section with a list of steps: 1. Select course, 2. Class test date and time, 3. Confirm prof info, 4. Choose accommodations, 5. Additional requirements, 6. Select your test time, and 7. Confirm and complete. The main content area is titled 'Online Test Booking' and contains a welcome message, a warning about email notifications, a list of required information, and a 'Next' button.

Welcome

- [1. Select course](#)
- [2. Class test date and time](#)
- [3. Confirm prof info](#)
- [4. Choose accommodations](#)
- [5. Additional requirements](#)
- [6. Select your test time](#)
- [7. 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:

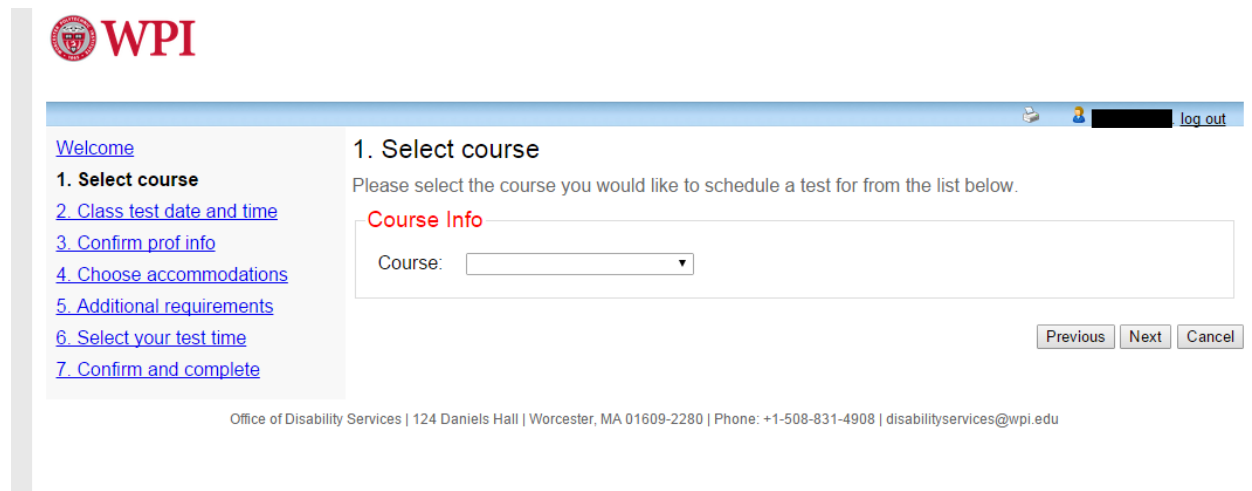
1. The name of the course you want to schedule a test for, and the instructor's name and email address
2. The date, start time and duration of the test the class will be taking
3. You must schedule your test at least of two business days (2) days in advance.

Click the 'Next' button below to get started.

[Next](#) [Cancel](#)

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Step 5: Using the drop down bar select the class you are scheduling your exam for



The screenshot shows the WPI Online Test Booking wizard at Step 5: Select course. The left sidebar is the same as in Step 4. The main content area is titled '1. Select course' and contains a prompt to select a course from a list. Below this is a 'Course Info' section with a 'Course:' label and a dropdown menu. At the bottom right are 'Previous', 'Next', and 'Cancel' buttons.

1. Select course

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

Course Info

Course:

[Previous](#) [Next](#) [Cancel](#)

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Step 6: Select the class test date and time

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



2. Class test date and time

Please specify when the test is taking place. Enter class test duration in minutes.

Specify a date and time

Date of class test:

Time of class test:

(eg. 9:30 am)

Class test duration: (hours) (minutes)

[Previous](#) [Next](#) [Cancel](#)

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Step 7: Confirm Instructor Information:



3. Confirm instructor information

Please verify the following information and correct anything that is missing or incorrect.

Course Info

TESTING CLOCKWORK 01

Instructor Info

You must enter the instructor email address in order to continue.


Instructor name: (last name, first initial)

Instructor email:

[Previous](#) [Next](#) [Cancel](#)

Step 8: Choose Accommodations:

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



[Welcome](#)
[1. Select course](#)
[2. Class test date and time](#)
[3. Confirm prof info](#)
4. Choose accommodations
[5. Additional requirements](#)
[6. Select your test time](#)
[7. Confirm and complete](#)

4. Choose accommodations


Listed below are the accommodation(s) that have already been approved for you by your counsellor. Please check off the accommodation(s) that you feel are necessary for this test.

Available accommodations

*** note: Only accommodations with a check will be used for your test booking.**

- ☒ Use of a calculator for basic calculation when appropriate.
- ☐ Use of a word processor for essay or written exams.
- ☒ Time extensions for in class exams or quizzes; *Exams/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. (1.5 X)

Step 9: Additional Requirements:



[Welcome](#)
[1. Select course](#)
[2. Class test date and time](#)
[3. Confirm prof info](#)
[4. Choose accommodations](#)
5. Additional requirements
[6. Select your test time](#)
[7. Confirm and complete](#)

5. Additional requirements

Please fill in the appropriate information below.

Check if it applies to you

☐ Do you prefer a Carrel for your test? *Please note* though we will make every effort to meet your preference, we cannot guarantee a carrel space.

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Step 10: Select your test time:

The screenshot shows a web browser window with the URL <https://clockwork.wpi.edu/ClockWork/user/test/book.aspx#MainContent>. The page is titled "WPI" and "Schedule a Test Wizard". The left sidebar contains a list of steps: 1. Select course, 2. Class test date and time, 3. Confirm prof info, 4. Choose accommodations, 5. Additional requirements, 6. Select your test time (current step), and 7. Confirm and complete. The main content area is titled "6. Select your test time" and includes the instruction: "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." Below this is a section titled "Available dates & times" with a note: "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." A single date and time is listed: "Friday August 28 : 9:00 AM to 10:15 AM". Below this, a message states: "A spot was found for you to write your test; please click the 'Next' button below to continue scheduling your test." At the bottom right are buttons for "Previous", "Next", and "Cancel". The footer of the page reads: "Office of Disability Services | 124 Daniels Hall | Worcester, MA 01609-2280 | Phone: +1-508-831-4908 | disabilityservices@wpi.edu". The Windows taskbar at the bottom shows the date and time as 2:11 PM on 8/16/2015.

WPI

Welcome

- 1. Select course
- 2. Class test date and time
- 3. Confirm prof info
- 4. Choose accommodations
- 5. Additional requirements
- 6. Select your test time
- 7. Confirm and complete

6. 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.

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

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Step 11: Confirm and Complete

The screenshot shows the same web browser window as Step 10, but now at Step 11: Confirm and Complete. The left sidebar shows the same list of steps, with "7. Confirm and complete" highlighted. The main content area is titled "7. Confirm and complete" and includes a yellow warning box: "This test is not scheduled yet! Click 'Finish' to submit your test request." Below this is a section titled "Your tentative test information" with the following details: "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", and "Class test date / time: Fri Aug 28, 2015 9:00 AM (50 minutes)". A note states: "Note: this is not your accommodated writing time". Below this is a section titled "Accommodations required" with the text: "Assistive computing (using voice synthesizers, voice recognition systems, and/or enlarged screen readers) for exams. Access to a scribe or voice recognition software for exams and other written work. Time extensions for in class exams or quizzes: *Exams/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. (1.5 X)". At the bottom left, there is a partially visible section titled "Additional requirements:". The Windows taskbar at the bottom shows the date and time as 2:11 PM on 8/16/2015.

WPI

Welcome

- 1. Select course
- 2. Class test date and time
- 3. Confirm prof info
- 4. Choose accommodations
- 5. Additional requirements
- 6. Select your test time
- 7. 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 (using voice synthesizers, voice recognition systems, and/or enlarged screen readers) for exams.
Access to a scribe or voice recognition software for exams and other written work.
Time extensions for in class exams or quizzes: *Exams/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. (1.5 X)

Additional requirements:

Note select “Finish” in order to complete your request.

5. Additional requirements

6. Select your test time

7. Confirm and complete

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 (using voice synthesizers, voice recognition systems, and/or enlarged screen readers) for exams.
Access to a scribe or voice recognition software for exams and other written work.
Time extensions for in class exams or quizzes; *Exams/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. (1.5 X)

Additional requirements:

Do you prefer a Carrel for your test? *Please note* though we will make every effort to meet your preference, we cannot guarantee a carrel space. **yes**

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

Previous Finish Cancel

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Confirmation fo your exam

WPI

Main menu

Schedule a test, mid-term or quiz Schedule a final exam My upcoming events Accommodations Help

Thank you for your submission.

Schedule another test

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epc@WPI.EDU
Test booking special accommodation notification
Student: Test ClockworkStudent (1231231)
Scheduled test: Fri August 28, 2015 . 9:00 AM to 10:15

