

How to - Schedule a Test or Exam

Access the Student Accessibility Services (SAS) Clockwork Webpage

When your instructor informs you that there is an upcoming test or exam, access the Clockwork portal to schedule you accommodated testing.

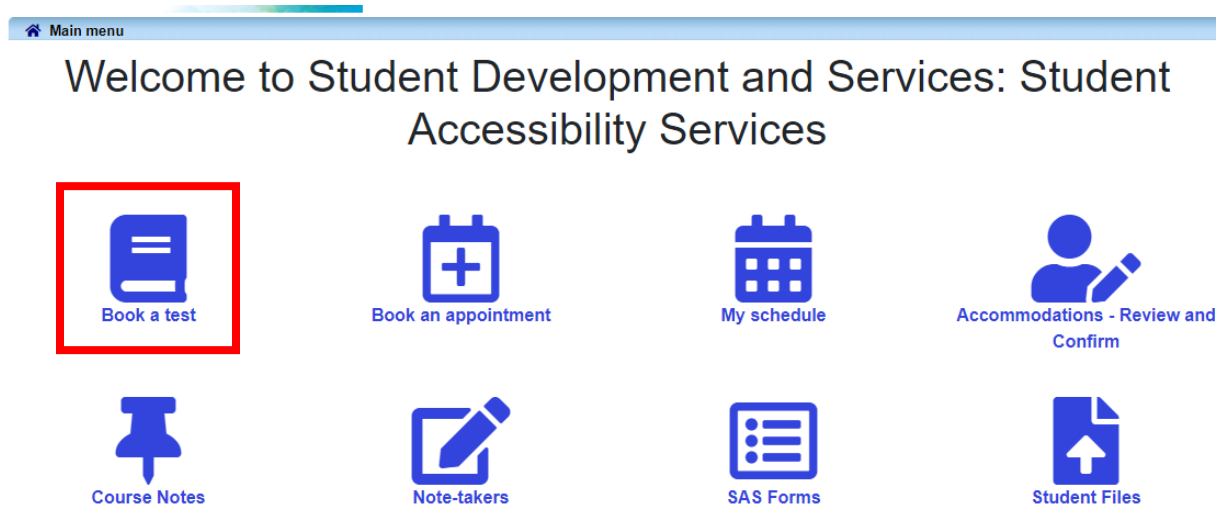
Clockwork Webpage: <https://dsobooking.nipissingu.ca/custom/misc/home.aspx>.

You will be required to login using your Nipissing University e-mail and password.

Book a Test

Select the “**Book a test**” button on the main menu in the portal.

Within this module, you will be able to schedule a time to write your test or exam in the SAS testing center.



The SAS Testing Portal information page will appear. This overview explains how to schedule a test, midterm, or quiz, and will display deadlines and information about deferrals.

For scheduling all tests, midterms, and quizzes, click “[Schedule a test, mid-term, or quiz](#)”.

Test Booking Steps

The welcome screen will appear. Simply click through and answer each following questions.

The booking process is made up of 7 sections:

1. **Select Course:** In this section, select which course the test, midterm, or quiz is for. Only the courses you are currently enrolled in will display as drop-down options.]
2. **Test Date and Time:** Enter the Date and Time of the test.
This refers to the Date and Time the test will be started in class – you may write it at a different time.
If another student in your course has already entered this, it will be displayed, and you can select it.
3. **Confirm Instructor Information:** Confirm that the instructor information is correct.
4. **Choose Accommodations:** All the accommodations you selected for this course when you completed the “Accommodations - Review and Confirm” module will be displayed here. Use the checkboxes to select the ones you want for this exam/test, or use the “check all” option button on the bottom.

4. Choose accommodations

Listed below are the accommodation(s) that have already been approved for you by your Accessibility Consultant. Please check off only those accommodation(s) that you feel will be necessary for writing this quiz/test/midterm/final exam.

[Available accommodations](#)

- Additional Time (%) (50%)
- Distraction Reduced Room
- Editing Software (Grammarly)
- Private Room
- Scribe
- Spell and Grammar Check
- Text to Speech (CT)
- Word Processor

All accommodation options checked.

5. **Additional Requirements:** Answer the questions to specify if this test will conflict with any of your disability-related accommodations.
6. **Select your Test Time:** Times when you can take this test will be displayed. Select one. If none of the dates/times are possible you can call or e-mail us to make alternate arrangements.

7. Confirm and Complete the Test Booking: Once you acknowledge and click “submit” the information will be sent to SAS and your professor.

You will receive a notification e-mail indicating: **Confirmation of your test booking request for <COURSE NAME>**

View your Test Booking

Your test is now booked, and you can view it from your **Upcoming Events**.

Clicking “**My Upcoming Events**” will display the complete list of your booked tests.

My upcoming events			
Your event listing			Refresh
Details	Date / time	Status	Options
Disability- Test/Exam Request Creating Funny Memes MEME SU002	Thu. July 20 9:00 AM to 10:30 AM	Booked	Cancel

Export to Pdf Refresh

Note that your **Date / Time** information reflects your exam booking – complete with any additional time you are entitled to as per your accommodations, and the **maximum time** to which you are entitled. You are not obliged to use the full duration of time.

If you cannot attend this exam booking, you can cancel it by clicking the “**Cancel**” button, up to 24 hours before. If you need to cancel or reschedule with less than 24 hours' notice, please call 705-474-3450 Ext: 4331.

If at any time you require additional information or assistance in booking your exam, reach out to sastesting@nipissingu.ca.