Info for Instructors

Uploading Exams Online

1. Login to ClockWork with your CCID and password:

![Instructor Log In](image1)

2. Click the courses link in the menu.

![Courses](image2)
3. To add a **NEW** test choose a date from the Date Chooser and click “Add this test.”
Enter the date of the exam and the start and end times. The AR Exam Office will calculate and apply appropriate time extensions, if needed.

If a final exam occurs within Exam Period, check “This is a final exam.” If a final exam occurs outside of the Exam Period, leave this box un-checked.

NOTE: If you need to cancel an exam or make changes to tests or exams within 3 days of the when the exam is scheduled, please notify AR Exam Accommodation Office (arexam@ualberta.ca) as soon as possible.
Enter all relevant Exam Details, including any materials required for completing the exam.

Remember to include your contact information, in case a student needs to reach you while they are writing their exam.

Provide instructions for how you would like the exam returned to you.
4. To edit an **EXISTING BOOKING**, click the “Confirm/Edit” link for the exam you wish to change.

**NOTE:** If you need to cancel an exam or make changes to tests or exams within 3 days of the when the exam is scheduled, please notify AR Exam Accommodation Office ([arexam@ualberta.ca](mailto:arexam@ualberta.ca)) as soon as possible.
5. Once you have entered all of the exam details, you will receive an e-mail confirmation from the AR Exam Accommodation Office.

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Receipt of Exam Instruction and Authorization form and further steps for MATH 99 sect. Z1 (2018 Summer Session)

If you have not done so yet, please ensure you upload a digital copy of your Test/Quiz/Midterm/Lab Final to the ClockWork system a minimum of 2 full business days before the date of the exam.

Instructor: Oksana Cheypesh
Course: MATH 99 sect. Z1 (2018 Summer Session)
Students: (students may be blank if no students are registered to take this exam)
Date: August 9, 2018 3:34 PM

Exam Accommodation Office Team
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