Booking Exams on Clockwork

REMEMBER! DEADLINES ARE DEADLINES! All mid-terms, tests, quizzes must be booked at least 7 days before the test. All final exams must be booked by the deadline posted on Clockwork. If deadlines are missed, very few options are available.

a. Book a Test
   - Open ‘Book at Test’ on ClockWork
   - To schedule a test, midterm, or quiz select the ‘Schedule a test, mid-term or quiz’ tab from the navigation bar
   - To schedule a final exam, click the ‘Schedule a final exam’ tab
   - NOTE: Final exams written outside of “Exam Period” should be scheduled using the ‘Schedule a test, mid-term or quiz’ tab.

Please follow all instructions and prompts in order to properly book your exams.

Fall 2018

All quizzes, midterms, tests and final exams must be entered into ClockWork at least 7 days before the exam date and prior to Tuesday, November 13, 2018.

REMINDER:

Exams, Tests, Quizzes, or Lab finals happening outside the Fall 2018 Final Exam Period, Dec 10, 2018 - Dec 21, 2018 must be registered using the “Schedule a test, mid-term or quiz” Wizard/Tab

Any Examinations, Quizzes, Tests, or other, happening during the Final Exam Period, Dec 10, 2018 - Dec 21, 2018, must be registered using the "Schedule a Final Exam" Wizard/Tab

**Students are required to adhere to deadlines**
b. Select Course

Note: If no courses appear, check to make sure that you have activated your accommodations on Clockwork.
c. Date and Time

- From the list of provided dates/times, select the time and date when the class is scheduled to write the exam.
- If the exam you are trying to schedule is not on this list, click the ‘select and alternate date and time’ link.

- Specify the exam date, the time at which the class begins the exam, and the in-class exam duration (in minutes).
- **Remember, your accommodated writing time must overlap with your class unless you have permission from your instructor to write at an alternate time.**
d. **Additional requirements**

- If you have any additional comments about the test booking time/date, please e-mail the AR Exam Accommodation Office at arexam@ualberta.ca

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e. **Choose Accommodations**

- Click to select the test-specific accommodations for which you are approved and that are required for this exam.
- **If you have any additional comments or if other resources are necessary for the exam, please e-mail the AR Exam Accommodation Office at arexam@ualberta.ca**
f. **Select Your Test Time**

- From the list of provided dates/times, select one time and date.
- Limited options may be available.
- If you are unable to write at the time/date provided, contact AR Exam Accommodation staff as soon as possible for clarification ([arexam@ualberta.ca](mailto:arexam@ualberta.ca)) or 780-492-9816.
g. **Confirm and complete**

- Review test date and time, class test date/time, and accommodations required
- Check the box to acknowledge that all the information is correct
- Click ‘Finish’ if everything looks correct.
- Click ‘Previous’ to go back and make changes.
- **NOTE:** Once you submit exam details, the system will not allow online changes. To make any changes, contact AR Exam Accommodation Office at least 7 days prior to the exam date. Last minute changes will not be approved.
• Once you click ‘Finish’, you will see a screen that confirms everything was submitted.

h. My Upcoming Events
• Check ‘My Upcoming Events’ to double-check that your booking went through.
• You will see the list of exams you booked.
• NOTE: All locations are tentative until 24 hours before the test.
• You will also receive an e-mail from arexam@ualberta.ca confirming each exam you have booked.

Confirmation of your AR exam booking request

arexam@ualberta.ca

10:21 AM (1 minute ago)

Hello Test,

You have successfully completed your exam booking request for MATH 99 Z1:

Wed September 5, 2018 8:30 AM to 1:00 PM

To view your exam writing location please login to the online exam booking system and look at "My Upcoming Events" Upcoming events.

Please note that the location may not be finalized until 24 hours before your exam is scheduled. Erroneous information in the exam database makes effective planning very difficult. Review the above information very carefully.

If ANY of the information is inaccurate, contact the AR exam office immediately by replying to this e-mail (arexam@ualberta.ca) or by calling 780-492-9816.

For each exam:

• Arrive at the exam location 10 to 15 minutes prior to the start time.
• Bring watch, ear plugs, tissues, pens, pencils, erasers.
• Food is not allowed, unless listed by your Accessibility Advisor as an accommodation.
• Drinks with lids are allowed.
• Cell phones, pagers, PDAs or other communication devices are not allowed as per Academic Regulation 23.5.1(2).
• If a calculator is allowed, bring extra batteries. AR does not provide calculators or batteries.
• Clear calculators of all programs unless permitted by the instructor. Proctors will check calculators.