How to confirm and book tests and exams for your students

-Part 1-

(after they have booked with RCSD)

For Instructors
Welcome to the instructor test and exam confirmation and booking tutorial, **Part one**.

This tutorial will teach you how to:

- notify our office about upcoming tests and exams for your classes
- confirm test and exam arrangements for students in your class with exam accommodations

**This part** of the tutorial shows you how to confirm arrangements for students who have *already booked* specific exams with RCSD through the student side of this online system. Students who have done this have data entered details for specific tests and exams into this system based on what they know about the course from your syllabus, from class and/or from appointments with you.

**Part two** of this tutorial shows how to setup booking and schedule details for tests and exams for your courses *before* students make booking arrangements through the student side of this online system. The details you enter (i.e. date and time of exam) display as pre-defined options for students to select from, when they use the system. This removes the need for students to data enter those details and reduces the potential for errors.
There are two ways to access the instructor test and exam booking page.

1. Email. Confirm test or exam arrangements by clicking on the link provided in an email you receive from rcsdexam@uvic.ca.

2. Self-serve portal. Log on to the instructor self-serve portal through the RCSD website.

* Both methods take you to the same confidential student information system
In the email method, you will receive an email from rcsdexam@uvic.ca that looks like this:

Subject: RCSD Test or Exam Request(s) for ADMN 0001 section A01
From: rcsdexam@uvic.ca
Date: Sun, February 22, 2015 7:03 am
To: testinstructor@uvic.ca

Hello Test Instructor,

One or more of your students listed below have requested accommodated exam arrangements for an upcoming test or exam at the Resource Centre for Students with a Disability, or at an alternative location on campus arranged and invigilated by RCSD.

Student 2. (V000000T2) March 31, 2015 Feb 27, 2015 . 9:00 AM to 10:30 AM

Please visit our instructor self-serve section of our website in order to view the detailed information and to provide us with some additional information about your test or exam (if it has not been provided already).

You will be asked to log in to a secure server with your netlink id and netlink password after selecting the instructor login on the self serve page.

Three days before before the exam you will receive a reminder email. This may include an updated student list.

If you have any questions, concerns, or problems, please do not hesitate to contact us. The email address for this purpose is rcsdexam@uvic.ca

Kind Regards,

RCSD team

RCSD - Disability Services
Division of Student Affairs
University of Victoria
Phone: 250 472 4947
Select the "instructor login" link to confirm test and exam details for this student.

Subject: RCSD Test or Exam Request(s) for ADMN 0001 section A01
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RCSD team

RCSD - Disability Services
Division of Student Affairs
University of Victoria
Phone: 250 472 4947
This is the instructor self serve portal launch page. Click the "instructor self serve login" link to begin the process of logging in.

Instructor self serve

View your students' accommodations & make and verify exam arrangements!

Instructor self serve login

"How to" tutorials are available to learn how to use all the features of the Clockwork self serve portal!

For instructors, tutorials covering how to access letters of academic accommodation and making/confirming test and exam arrangements are particularly important.
This will bring you to the instructor information page.

Click the "courses" link to get started.
This will bring you to the authentication site. Log in using your netlink username and password.

Instructor Log In

Please enter your school username and password below.

- **Your netlink ID:**
- **Password:**

[Log In]
This is the courses page.

Select the term which you want to view.

The page will list your courses for the semester, whether or not students with disabilities attend them.

<table>
<thead>
<tr>
<th>Course</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMN 0001 SECTION: A01 (TERM: 201501)</td>
<td>Accommodation Letters</td>
</tr>
<tr>
<td>ADMN 0005 SECTION: A01 (TERM: 201501)</td>
<td>Accommodation Letters</td>
</tr>
<tr>
<td>Political Science Poli 0001 SECTION: A01 (TERM: Winter 2015)</td>
<td>Accommodation Letters</td>
</tr>
</tbody>
</table>

⭐ indicates that there is at least one future test/exam in the system for the course
A gold star means that a student has already booked accommodated tests and exams at the RCSD. The student will have entered exam or test details into the system which you can review and confirm.

- Please note, you can expedite future bookings for the semester by entering test or exam information for all courses, not just those starred. If a student requests an exam later in the semester, you will already have completed this step. See part 2 of this tutorial for details.

To begin confirming details for a particular course, select the corresponding "Tests and Exams" link.
This is the scheduled tests and exams page.

This page will list the students who have already booked.

Please select the test or exam you would like to update by selecting "Confirm."

<table>
<thead>
<tr>
<th>Type</th>
<th>Date of test</th>
<th>Class test time</th>
<th>Previously confirmed</th>
<th>Submitted file</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>April 28 Tuesday (2015)</td>
<td>2:15 PM (120 minutes)</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Test</td>
<td>April 22 Wednesday (2015)</td>
<td>9:00 AM (50 minutes)</td>
<td>Yes</td>
<td>Complete</td>
</tr>
</tbody>
</table>

You can also report any upcoming exams by clicking on the "Date of test" field and after clicking "Add this test" you will be prompted for the rest of the information.
This is the test and exam information page

Confirm the date and regular start and end time (the time the rest of the class is starting and stopping) of your test or exam.

You may change this information at any time if it is incorrect. If a student in your course has an extra time accommodation, the extra time will be calculated internally at the RCSD.

Click "Next."

1. Test / Exam Information

Course ADMN 0005 sect. A01 (201501)

Please enter the original test start and end times manually, or click on the clock icons to pick from a list. We will calculate and apply an appropriate time extension if relevant for your student. If you must cancel this test booking, please contact us.

Date of test (yyyy-mm-dd): 2015-04-28

Test start time: 2:15 PM
Test end time: 4:15 PM

Next   Cancel
This is the students scheduled to date screen.

This page will list the students who have already booked for this test or exam.

The "Time" column will show their specific exam duration with accommodated extra time.

Select "Next" to continue.
This is the test and exam information page.

1. Test details
2. Students
3. Test Information
4. Submit changes

3. Test Information for

Instructor Contact During Exam/Test

<table>
<thead>
<tr>
<th>Instructor Telephone:</th>
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<tbody>
<tr>
<td></td>
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<table>
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<tr>
<th>Instructor Email:</th>
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</table>

<table>
<thead>
<tr>
<th>Alternate Contact Name:</th>
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<table>
<thead>
<tr>
<th>Alternate Contact Phone:</th>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Alternate Contact Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Exam/Test Format

If your student requires the exam in alternative format as specified on his or her memo of accommodation, which format(s) will you be providing it in?

- Microsoft Word
- Rich Text Format
- Text Selectable PDF (not recommended as this is the least accessible format of all and most prone to errors with screen reading software)

If you are providing the exam in some other format, please indicate which one(s)

- MS PowerPoint
- MS Excel
- MP3 file(s) (note: mp3 is the preferred format for audio files)
- Consumer Music CD
- .wmv video file(s)
- .avi video files(s)

Other exam/test format (please list):
Basic software available on RCSD Exam Computers:
Office: Microsoft Word, Excel, PowerPoint, OneNote, Wordpad & Notepad
Browsers for online exams only: Internet Explorer and Firefox
PDF: Adobe Acrobat Reader
Multimedia players: Windows Media Player
Stats and math: Equation Editor for MS Office, NotePad++
We do NOT have curriculum software such as GIS, MatLab, Minitab, Maple, SAS, SPlus, SPSS, Systat, Stata, etc. available.

Exam/Test Delivery
* Exam/test delivery instructions

Exam/Test Return
(to ensure exam security, campus mail will not be used)
* Exam/test return instructions
If student to return, student should return exam/test to:

Instructor-Approved Items permitted in Exam
- Notes
  - Notes to be returned with exam
  - Calculator
    - Model of Calculator
- Textbook
- Dictionary
- Scrap paper
- Instructor-Approved Formula Sheet
- Formula Sheet to be returned with exam
Other instructor approved items permitted in exam:

Additional Instructions from Instructor
Other Instructions from Instructor:

Identify the exam delivery method by selecting the drop down next to one of the options provided.

Choose the exam return method by selecting the drop down next to one of the options provided.

Select "Next" to continue.
Review all of the exam details provided.

If you are submitting the exam electronically, please use the file upload tool to submit to our secure, encrypted server.

We prefer not to use email as it is a less secure method.

If you do not have the exam prepared, you can return at a later date and upload the exam on this page.

Select "Submit changes" to continue.

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**Please note** that you must click the **Submit changes** button in order to confirm your mid-term or test for us.

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Please print a copy for your records.
Select one of these links to:

• return "Back to test listing" to enter more details about this specific test or exam

• return "Back to courses list" so you can continue to enter details for other courses

• or "Logout"
If you go back to the test listing, you can upload multiple documents for a test or exam if you click "Review file"

Scheduled tests and examinations for:

**ADMN 0005 section A01 (201501): Darryl Gorrie**

Your scheduled accommodated examinations for this course are listed below. Please select the "Confirm" link beside the test you are providing information or materials for.

You can also report any upcoming exams by clicking on the "Date of test" field and after clicking "Add this test" you will be prompted for the rest of the information.

### Tell us about an upcoming test

**Date of test:**

Add this test

### Tests and exams:

<table>
<thead>
<tr>
<th>Type</th>
<th>Date of test</th>
<th>Class test time</th>
<th>Previously confirmed</th>
<th>Submitted file</th>
</tr>
</thead>
</table>
| Test  | **April 23**
      | Tuesday (2015)       | 2:15 PM (120 minutes) LAST modified: 2015-34-13 | Yes               | Review file   |
|       |                      |                                  |                      | Confirm        |
| Test  | **April 22**
      | Wednesday (2015)     | 9:00 AM (50 minutes) Last modified: 2015-54-13 | Yes               | Review file   |
|       |                      |                                  |                      | Confirm        |
This brings you to the confirm exam details page.

Use the file upload tool by clicking "Select" and then navigating to your file on your computer.

You may also view or remove documents which you have already uploaded.

After your upload is complete, select "Submit changes" to continue.
Select one of these links to:

• return "Back to test listing" to enter more details about this specific test or exam

• return "Back to courses list" so you can continue to enter details for other courses

• or "Logout"
If you would like to expedite the processes for your students, by scheduling your tests or exams before they login to enter booking details, please view part 2 of this tutorial.

Thank you for taking the time to learn how to confirm and book tests and exams for your students with RCSD.