How to confirm and book tests and exams for your students

-Part 2-

(before they have booked with RCSD)

For Instructors
Welcome to the instructor test and exam confirmation and booking tutorial Part 2.

This part of the tutorial shows you how to setup booking and schedule details for tests and exams for your courses before students try to make booking arrangements through the student side of this online system.

The details you enter (i.e. date and time of exam) will display as pre-defined options 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.
Navigate to www.rcsd.uvic.ca, click on the "Self-Serve" tab and then click the "Instructor self serve" tab.

Self serve using Clockwork

Students and instructors can view letters of accommodation, schedule accommodated exams and access other services using the Clockwork self serve portal.

Click on the student or instructor self serve tab on the left to get started!
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!

"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.
Click on the "courses" link to get started

Welcome to the Instructor Information website. You can use this website to:

- View accommodations that have been assigned to your students
- Tell us about your upcoming mid-terms, tests, quizzes and/or final exams

Please click the courses link in the menu to the left in order to get started. You will be asked to login using your UVic netlink ID and password.

This Website uses a secure server to protect your information data. Secure server software is used to encrypt the information exchanged between your Web browser and our Website. This measure ensures the security of all your transactions when you use the sites. We follow strict security procedures when filing and using the information you supply, and may request proof of your identity before supplying you with information.
This brings 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.

Click on the "Show term" drop down to select the term you want to view.

The page will list your courses whether or not students with disabilities attend them.

Click on the "Tests and Exams" link for the specific course you want to provide test or exam details for.
When you are choosing to provide us information prior to students entering booking details themselves, the test and exam table will say "No records to display."

Using the date tool, choose a date and click "Add this test."

### Scheduled tests and examinations for:

**ADMN 0005 section A01 (201501): Darryl Gorrie (2015 Jan 1 to Apr 30)**

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.

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**Tell us about an upcoming test**

<table>
<thead>
<tr>
<th>Date of test:</th>
<th>Add this test</th>
</tr>
</thead>
</table>

**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>
<tbody>
<tr>
<td>No records to display.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Back to course list
First, review the course and date which you are scheduling a test or exam for.

Second, signify if this is a final exam.
Third, input the regular start and end time of the test or exam (the time the class starts and ends it).

You may change this information at any time if it is incorrect.

Click "Next"
This is the students scheduled to date screen.

This screen will provide you with a list of the students registered with RCSD scheduled for this test or exam.

Again, if you are creating the test booking before a student makes a specific booking through this system, this space will read "None yet."

Below is the list of students that have registered to write this test or exam with us so far. Please review this list and click the 'Next' button at the bottom of the page to continue.

<table>
<thead>
<tr>
<th>Student Name &amp; ID</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>None yet.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This is the test and exam information page.

### 3. Test Information for Instructor Contact During Exam/Test

<table>
<thead>
<tr>
<th>Instructor Contact During Exam/Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor Telephone:</td>
</tr>
<tr>
<td>Instructor Email:</td>
</tr>
<tr>
<td>Alternate Contact Name:</td>
</tr>
<tr>
<td>Alternate Contact Phone:</td>
</tr>
<tr>
<td>Alternate Contact Email:</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
- [ ] Image-Only 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): |

- Specify the test information for the RCSD exam team by selecting the appropriate check boxes below each question
- & input any notes in the provided text boxes
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.

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.

Please review the Information below and click the 'Submit changes' button at the bottom of this form to submit your changes. If you have any questions or concerns please do not hesitate to contact us at rcsdexam@uvic.ca

Test details
ADMN 0005 sect. A01 (201501)
Wed April 22, 2015 . 9:00 AM - 9:50 AM

Test information
Exam/test delivery instructions Secure File Upload through online portal
Exam/test return instructions By RCSD staff to Department Office

File upload
Note: If you are not able to upload a digital copy of the test or exam here, a paper copy of the exams, booklets and/or scantron sheets (for each student registered in your course) must be delivered to the RCSD front desk in advance of your scheduled test or exam, at least two business days in advance. Exams that must be converted into Braille are required in digital format (in MS Word or RTF) at least two weeks in advance please.

Select test/exam file to submit:
ADMN 0005 Exam April 22 2015.doc

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

Test / Exam submission complete

Thank you for submitting your test / exam.
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 Gorrir (2015 Jan 1 to Apr 30)**

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:** [Date field]  
[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>
<tbody>
<tr>
<td>Test</td>
<td>April 28</td>
<td>2:15 PM (120 minutes)</td>
<td>Yes</td>
<td>[Review file]</td>
</tr>
<tr>
<td></td>
<td>Tuesday (2015)</td>
<td></td>
<td></td>
<td>[Confirm]</td>
</tr>
<tr>
<td>Test</td>
<td>April 22</td>
<td>9:00 AM (50 minutes)</td>
<td>Yes</td>
<td>[Review file]</td>
</tr>
<tr>
<td></td>
<td>Wednesday (2015)</td>
<td></td>
<td></td>
<td>[Confirm]</td>
</tr>
</tbody>
</table>
This brings you to the confirm exam details page.

On this page you can upload another document for the scheduled test by using the file upload tool.

You may also view or remove the documents 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"

Test / Exam submission complete
Thank you for submitting your test / exam.
Thank you for taking the time to learn how to confirm and book exams for your students with RCSD