How to book accommodated tests and exams each term

-For Students-
This tutorial will show you how to book accommodated tests and exams with RCSD.

*You can book online after you have shared your letters of accommodation with your instructors through the online student self serve on the RCSD website.

Watch the "How to share you letter of accommodation with your instructors each term" tutorial to learn how to do that first step.
To book tests or exams with RCSD, click on the "Students self-serve" tab on the RCSD web page at [www.rcsd.uvic.ca](http://www.rcsd.uvic.ca)

or,

click on the "students" link on the right to access.

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**Self serve using Clockwork**

Students interested in registering with Disability Services can complete an online pre-intake to fast-track their registration.

Students and instructors can schedule accommodated exams and access other services using the Clockwork online portal.

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Go paperless with Clockwork!

- online pre-intake
- access accommodation memos
- book exams
- verify arrangements
This is the student self serve launch page

To continue click the "Launch" link

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**Student self serve**

Step 1. **Get your letters** Request accommodations for specific classes and share your letter of accommodation with your instructors each term.

Step 2. **Request exam bookings** Request accommodated test and exam bookings.

Step 3. **Review your bookings** View your bookings and check your exam schedule.

Launch to get started!

(if you have trouble logging in, please come to our front desk for assistance)

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**Important Note: test & exam booking deadlines**

- **Midterm exams, test and quizzes**: Submit requests at least two weeks before the scheduled exam date.
- **Final exams**: Submit requests two weeks before the first day of the final exam period. This applies to both December and April.

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**Help for self serve features**

- **Help for screen readers**

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

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**Contact**

Front desk hours
Monday to Friday
8:00am - 4:00pm

Location
Campus Services Building

Phone
250-472-4947

General Email
info@uvic.ca

Exam email
exams@uvic.ca

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Go paperless with Clockwork!

For students and instructors

- access accommodation letters
- book tests and exams
- check your exam schedule
- verify arrangements
This is the student self-serve welcome screen.

Select "schedule a test or exam" to continue.
This is the test booking and accommodations screen.

Click on the "Schedule a test, mid-term or quiz" tab or link

or, in the case of a final exam, click the "Schedule a final exam" tab
You are now at the authentication page.

Use your netlink username and password to log in.

Please log in

To access this site you will need to log in with your UVic Net link user name and password. Please remember to log out when you are done.

Your netlink user name: 
Password: 
Log In
This is the online test booking wizard screen.

Thoroughly read the instructions for booking a test or exam and select "next" to continue.
This is the select course screen.

1. Select course

Please select the course you would like to schedule a test for from the list below.

Course Info

Course: 

If your course does not appear, please go to the Self Registration section on the main menu to request the memo for the course first.
Select the course which you want to book a test or exam for. The course list will only show courses you have already requested a letter for through this system. You cannot book tests or exams without doing that.

Select "next" to continue.
This is the class date and time screen.

2. Class test date and time as listed on your course outline

Please specify when the test is taking place. Enter class test duration in minutes.

Specify a date and time

- Date of class test: [ ]
- Time of class test (eg. 9:30 am): [ ]

Class test duration in minutes:

- [ ]

Select a previously submitted date and time

Previous  Next  Cancel
Using the date picker, click on a date or type the date manually into the text box.

Using the time picker, click on the start time for your test or exam or type it in manually.
If the upcoming date you need is greyed out and not selectable, this means you have missed the cut off date to book through the on-line system.

Please go to the RCSD front desk and complete an exam request paper form as soon as possible.
Carrying on with online booking.

Enter the duration of the test or exam as listed on your course outline in the text box below, or, use the time duration slider tool to select the duration.

Don't add your additional time to this, as it will be calculated internally at RCSD.

Select "Next" to continue.
This is the instructor information screen

The instructor information will fill in automatically.

If you need to edit this information, enter the instructor name and e-mail in the text box.

Select "Next" to continue.
This is the choose accommodation screen.

This screen displays the testing accommodations which you received on your letter of accommodation from your advisor at RCSD. The shown screen is an example only.

Select the available accommodations you would like to use for this test or exam. You can choose individual accommodations or use the "check all" option. Only select the accommodations you actually intend to use in this exam.

Select "Next" to continue.
This is the select your test or exam time screen

Select your test time then click on "Next."

Welcome
1. Select course
2. Class test date and time as listed on your course outline
3. Confirm prof info
4. Choose accommodations
5. Select your test time
6. Confirm and complete

5. Select your test time

Please select a date and time from the list of available dates and times shown.

If none of the dates/times shown will work for you then please contact us to see if alternate arrangements can be made.

We can be reached at rcsdexam@uvic.ca (ask for assistance with test booking).

Available dates & times

Note: if none of the dates/times shown are possible for you then you have the option of calling or visiting us in person to see if alternate arrangements can be made.

($) Tuesday April 28: 1:00 PM to 2:30 PM

Almost done! Please click the 'Next' button below to continue scheduling your test.
This is the confirm and complete screen

- Review all of the exam detail
- select the checkbox to acknowledge all info is correct
- and select "Finish" to submit the booking
This is the completed submission screen.

Select one of the links to:

- return to book another test or exam
- go to the main menu
- review your upcoming calendar of tests and exams
- obtain help
- or logout
Thank you for taking the time to find out how to book accommodated tests and exams with RCSD