



**University
of Victoria**

Resource Centre
for Students
with a Disability

How to check your schedule of tests and exams

-For Students-

This tutorial will teach you how to check your schedule of tests and exams you booked through the online student self serve.

Two steps are required before you can check your schedule:

- 1. You have already shared your letters with professors through this online system*
- 2. You have booked test or exam bookings through the student self serve portal through this online system*

It is recommended to check your schedule from time to time and the morning of your exam for any changes.

To check your schedule, navigate to the "Students self-serve" tab on the RCSD web page at www.rcsd.uvic.ca

You can click on the "students" link on the right or on the "Student self serve" tab on the left to access

The screenshot shows the website interface for the University of Victoria Resource Centre for Students with a Disability. The top navigation bar includes the university logo, the text 'Resource Centre for Students with a Disability', and a search bar labeled 'Search RCSD'. Below this is a menu with 'Home', 'Services', 'Learning assistance', 'Faculty & staff', and 'Self Serve' (highlighted in yellow). On the left, a vertical sidebar contains links for 'Online pre-intake', 'Student self serve', 'Instructor self serve', and 'Tutorials'. The main content area features the heading 'Self serve using Clockwork' and a sub-heading 'home * self serve'. The text explains that students and instructors can view letters of accommodation, schedule exams, and access other services using the Clockwork self-serve portal. A call to action states: 'Click on the student or instructor self serve tab on the left to get started!'. Below this is the 'ClockWork ENTERPRISE' logo, which includes a stopwatch icon. To the right, a 'Contact' section provides front desk hours (Monday to Friday, 8:00am - 4:00pm), location (Campus Services Building), phone number (250-472-4947), general email (inforcsd@uvic.ca), and exam email (rcsdexam@uvic.ca). A final section titled 'Go paperless with ClockWork!' lists services for students and instructors: access accommodation letters, book tests and exams, check exam schedule, and verify arrangements. A smaller stopwatch icon is at the bottom of this section.

University of Victoria | Resource Centre for Students with a Disability

A-Z | Directories | Maps

Search RCSD

Home Services Learning assistance Faculty & staff **Self Serve**

Online pre-intake
Student self serve
Instructor self serve
Tutorials

home * self serve

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!

Contact

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

Location
[Campus](#) [Services](#) [Building](#)

Phone
250-472-4947

General Email
inforcsd@uvic.ca

Exam email
rcsdexam@uvic.ca

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 launch page

To continue click the "Launch" link

The screenshot shows the website's navigation bar with links for About, Admissions, Academics, Research, Library, On campus, and Help. A search bar is present with the text "Search RCDSD". The main header includes the University of Victoria logo and the text "Resource Centre for Students with a Disability". A secondary navigation bar highlights "Self Serve" among other options like Home, Services, Learning assistance, and Faculty & staff.

Left sidebar menu:

- Online pre-intake
- Student self serve**
- Instructor self serve
- Tutorials

Header: home * self serve * student self serve

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)

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.

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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8:00am - 4:00pm

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Go paperless with ClockWork!

For students and instructors

- access accommodation letters
- book tests and exams
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This is the online student self-serve welcome screen.

Click on the "My Schedule" button to continue.



**University
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[Main menu](#)

Welcome to the Online Student Services

Please select an option from the menu below:



[Schedule a test or exam](#)



[My Schedule](#)



[Self registration](#)

You are now at the authentication page.

Use your netlink username and password to log in.



[Main menu](#)

Schedule an appointment	Calendar	Submit a comment	Help
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Please log in

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

Your netlink user name:

Password:

This is your Calendar of upcoming events with RCSD showing your scheduled tests and exams



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[Main menu](#)

V000000T2 . [log out](#)

[Schedule an appointment](#)

[Calendar](#)

[FAQ](#)

[Submit a comment](#)

[Help](#)

My upcoming events

Please review the exams and appointments that are booked.

If the location is blank, you can assume it will be at the RCSD in the Campus Services Building - the building attached to the bookstore.

Please arrive ten minutes before tests and exams to check in with the front desk.

As always, please avoid wearing scented products at the RCSD.

Your event listing

[Refresh](#)

Details	Date / time	Location	Status	Options
Exam ADMN 0005 A01	Tue. April 28 2:15 PM to 5:15 PM		Booked	Cancel
Exam ADMN 0003 A01	Wed. April 29 10:00 AM to 11:30 AM		Booked	Cancel
Exam ADMN 0001 A01	Wed. April 29 5:30 PM to 6:15 PM		Booked	Cancel

[Export to Pdf](#)

[Refresh](#)

You can export your schedule to a pdf which you can print or email at your convenience.

The image shows a web application interface for the University of Victoria Resource Centre for Students with a Disability. The page displays 'My upcoming events' and a table of 'Your event listing'. An Adobe Reader window is overlaid on the right, showing the same schedule as a PDF document.

University of Victoria | Resource Centre for Students with a Disability

Main menu: Schedule an appointment | Calendar | FAQ | Submit a comment | Help

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Resource Centre for Students with a Disability-University of Victoria-Campus Services Building Room 150-3000 Finney Road (Ring Road)-Vic

UpcomingAppointments.pdf (2).pdf (SECURED) - Adobe Reader

Upcoming appointments

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**Thank you for taking the time to learn how to
check your schedule of upcoming tests and exams
with RCSD.**