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
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**

"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

8:00am - 4:00pm

Monday to Friday

Location:

Campus Services Building

Phone:

250-472-4947

Emails:

info@students.ubc.ca

decexam@students.ubc.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 online student self-serve welcome screen.

Click on the "My Schedule" button to continue.
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 Netlink username and password. Please remember to log out when you are done.

Your netlink user name: 
Password: 
Log In
This is your Calendar of upcoming events with RCSD showing your scheduled tests and exams

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.

<table>
<thead>
<tr>
<th>Details</th>
<th>Date / time</th>
<th>Location</th>
<th>Status</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam</td>
<td>Tue. April 28 2:15 PM to 5:15 PM</td>
<td></td>
<td>Booked</td>
<td>Cancel</td>
</tr>
<tr>
<td>Exam</td>
<td>Wed. April 29 10:00 AM to 11:30 AM</td>
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You can export your schedule to a pdf which you can print or email at your convenience.

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