

## **Accessibility Services at Memorial University**

### **Step-by-Step Guide: Booking an In-Term Test or Exam via ClockWork**

#### **Before You Begin**

- Ensure you are registered with the Accessibility Services office on your campus.
- Ensure you have requested accommodations for the current semester.

#### **Step 1: Access the ClockWork Portal**

1. Log in to the ClockWork web portal. This can be done from the main webpages of any of the Accessibility Services offices. Look for the "Launch ClockWork" button.
2. Select 'Schedule a test or exam' from the dashboard.
3. Click 'Schedule a test, midterm, or quiz.'

#### **Step 2: Select Your Course**

1. Use the drop-down under 'Course Info' to select your on-campus course.
2. Note: Online courses are handled by CITL and scheduled via MUN Self-Service.

#### **Step 3: Enter Test Details**

1. Select the test date using the calendar icon.
2. Enter the test start time and duration.
3. Ensure the date is within the 2-week booking window.

#### **Step 4: Choose Your Accommodations**

1. Select only the accommodations you need for this test.

#### **Step 5: Confirm Availability**

1. The system will show if a spot is available.
2. Verify the date, time, and course.
3. Click Next.

#### **Step 6: Final Confirmation**

1. Review all details.
2. Check the box to acknowledge the information is correct.
3. Click Finish.

### **Step 7: Confirmation**

- Look for the 'Thank you for your submission' page.
- You'll also receive a confirmation email.

### **Optional: Book More Tests**

- Click 'Schedule another test' to repeat the process.

### **Tips**

- Book all in-term tests early in the semester.
- Final exams must be booked separately once the schedule is released.

### **Need Help?**

St. John's Campus: [blundonexams@mun.ca](mailto:blundonexams@mun.ca) | (709) 864-6787

Grenfell Campus: [gcaces@mun.ca](mailto:gcaces@mun.ca) | (709) 637-6232