Step-by-Step Guide to:

*Booking Accommodated Final Exams*

Step 1: Log into Clockwork – from the Accessibility Services (Blundon Centre) main webpage (https://www.mun.ca/student/accessibility-services/) scroll down until you see the "Launch Clockwork (Students) button on the left-hand side of the page.

Step 2: Sign into the portal using your Memorial sign-in credentials.

Step 3: Once on the main Clockwork web portal page choose the icon "Schedule a Test or Exam".

Step 4: At the top of the page, choose the "Schedule a final exam" tab.

Step 5: Inside the final exam booking portal, simply select the course for which you are booking the final exam – choose the course from the pulldown menu and select "Next" (if you do not see your course, it is likely an online course. All final exams for online courses are scheduled by CITL).

Step 6: Enter the date, time and exam duration (note that only the date range for final exams will be available to select), then select "Next".

Step 7: Choose the accommodations you wish to access for the particular final exam and select "Next".

Step 8: Double check the date and time and then choose "Next".

Step 9: Confirm all test details again and then check the box that reads "I acknowledge that the information I am submitting is correct to the best of my knowledge" and finally select "Finish".

Step 10: Do not navigate away from this web page until you see the message "Thank you for your test booking submission".

Step 11: Follow the same instructions to book any additional final exams for your remaining courses