Step-by-Step Guide to:

Booking Accommodated Tests and 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 "Schedule a test, mid-term or quiz"

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

Step 6: Enter the date, time and test duration (note, if the date you are looking for is greyed-out, you have missed the 2-week test booking window), then select "Next"

Step 7: Choose the accommodations you wish to access for the particular test, quiz or exam and select "Next"

Step 8: Double check the date and time, and select "Next"

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

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

Step 11: Follow the same instructions to book additional tests or quizzes for other courses