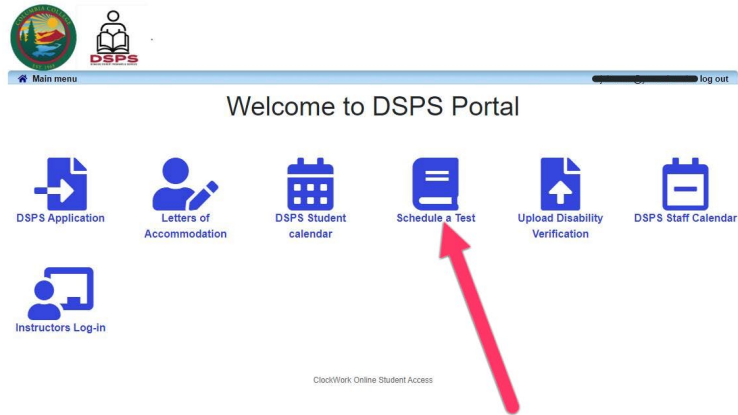
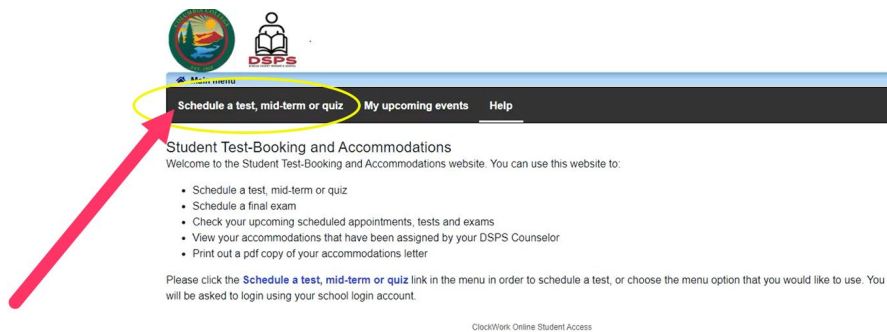


Procedures for Student Test Facilitation

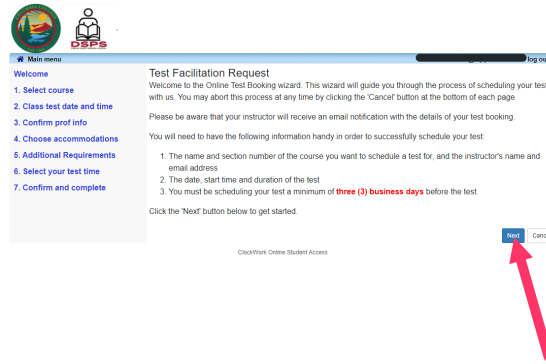
1. Select **Schedule A Test** from the DSPS portal.



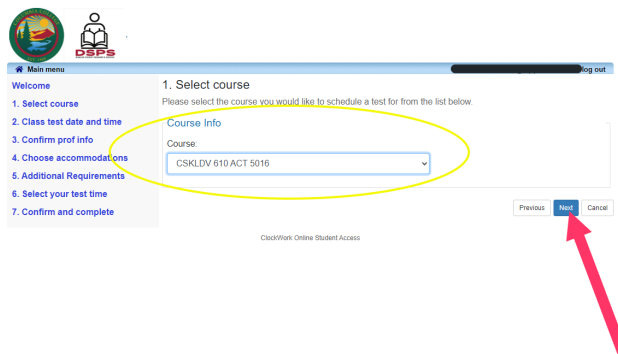
2. After logging in, Click **Schedule a test, mid-term or quiz**.



3. Read the instructions, then click **Next**.



4. Select the course of your test and click **Next**.



5. Enter the scheduled date, time, and duration of the test, then click **Next**.

2. Class test date and time

Please specify when the test is taking place. Enter class test duration in minutes.

Specify a date and time

Date of class test:
12/10/2024

Time of class test:
12:00pm

Class test duration:
1 : 0
(hours) (minutes)

Select a previously submitted date and time

Previous **Next** Cancel

ClockWork Online Student Access

6. Enter and confirm the instructor's information, then click **Next**.

3. Confirm instructor information

Please verify the following information and correct anything that is missing or incorrect.

Course Info
CSKLDV 610 section 5016 ACT (2024CFA) CC [REDACTED]

Instructor Info
You must enter the instructor email address in order to continue.

Instructor name:
[REDACTED]

Instructor email:
[REDACTED]

Previous **Next** Cancel

ClockWork Online Student Access

7. Select your accommodations for the test and click **Next**.

4. Choose accommodations

Listed below are the accommodation(s) that have already been approved for you by your counselor. Please check off the accommodation(s) that you feel are necessary for this test.

Available accommodations

* note: Only accommodations with a check will be used for your test booking.

- Distraction-reduced testing area
- Extra time on Test (1.5x)
- Scribe / Reader for tests
- Use of Spell Check on tests

Check all Check none

ClickWork Online Student Access Previous Next Cancel

8. Fill in the Additional Information and click **Next**.

5. Additional Requirements

Please fill in the appropriate information below

Test / Exam additional information

If you are taking the exam at a different time than the rest of the class, you must get this approved by the instructor first. Please indicate the time and day you would like to take the exam below once you receive approval by your instructor.

Do you need to take your test at a different day or time than your scheduled class time?

Did you get instructor approval for this change?

Please provide the date and time you are requesting to take your test:

Requested Date for the test:
 M/d/yyyy

Requested Time for the test:

NOTE - We may need documentation proof for approving the request for an alternate testing date and time

ClickWork Online Student Access Previous Next Cancel

9. Choose the time to take your test and click **Next**.

6. Select your test time

Please select a date and time from the list of available dates and times below. If none of the dates/times in the list below will work for you then please contact us to see if alternate arrangements can be made. We can be reached at [ask for assistance](#) with test booking).

Available dates & times

Note: If none of the dates/times below are possible for you then you have the option of calling or visiting us in person to see if alternate arrangements can be made.

Thursday June 27 - 2:30 PM to 4:30 PM

A spot was found for you to write your test, please click the "Next" button below to continue scheduling your test.

Previous **Next** Cancel

ClickWork Online Student Access

10. The final step is to verify and acknowledge the test information by checking the box and click Finish.

7. Confirm and complete

Your tentative test information

Tentative test date and time
Thu Jun 27, 2024 - 2:30 PM to 4:30 PM (2 h)

Course information
Fake BIO COURSE Code Section

Instructor
Fake Instructor .email@email.com

Class test date / time
Thu Jun 27, 2024 3:30 PM (1 h)

* Note: this is not your accommodated writing time

Accommodations required

- Enlarged Print for Tests
- Extra time on Test (2x)
- Private Room for testing
- Scribe / Reader for tests

Additional requirements:

I acknowledge that the information I am submitting is correct to the best of my knowledge.

Previous **Finish** Cancel

ClickWork Online Student Access