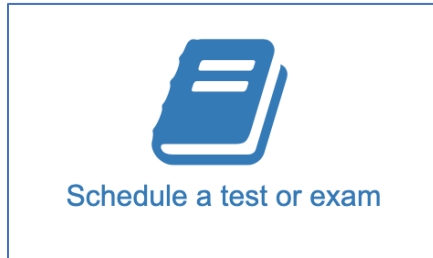


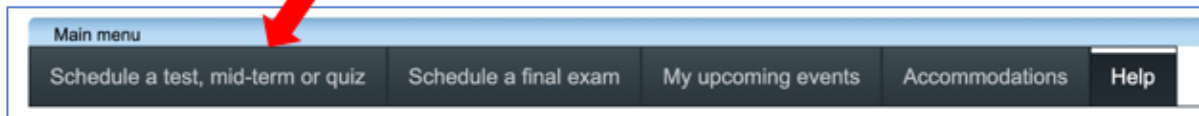
Office of Student Accessibility ClockWork Directions: Students Scheduling an Assessment

Follow the directions below to schedule an assessment in your class(es):

1. Log into the [ClockWork Student Portal](#) using your SHU credentials
2. Click on the “Schedule a test or exam” icon on the home page



3. You will be brought to the “Help” page. Read and review helpful information. These directions may provide additional assistance when scheduling a test or exam
4. Click “Schedule a test, mid-term, or quiz” to book one of those three specific assessments. To schedule a final exam, click “Schedule a final exam”



5. Read through the directions on the welcome page, then click “Next”
6. Select your course from the dropdown menu, then click “Next”
7. Enter the date, time, and duration of your test. If you are unsure of this information, please contact your professor.
 - a. Please note: Duration does not necessarily mean the entire class period. For example, your professor might specify that your quiz will only take 20 minutes of the course period
8. Confirm your instructor’s information, then click “Next”
9. Select any (or all) of the accommodations that you feel are necessary for this test, then click “Next”
10. Select a date and time from the list of available dates and times shown on this page, then click “Next”
11. Review your request, check the acknowledgment at the bottom, and click “Finish”

I

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

Previous Finish Cancel

12. If you have questions about scheduling your tests or exams, please contact us at osatesting@sacredheart.edu