

CLOCKWORK

CONFIRMING TEST REQUESTS



VILLANOVA
UNIVERSITY

Learning Support Services (LSS) and the Office of Disability Services (ODS) provide test proctoring services when professors are **unable to provide all required testing accommodations** for a student. Quizzes, tests, and final exams must be booked at least 3 business days in advance for a student to take a test with LSS or ODS.

LSS and ODS operate separate testing services. Please make sure you are sending the test to and communicating with the correct office. This should be clear from the original test booking confirmation email you'll receive or from the student's accommodation letter.

LSS test proctoring hours:
Monday-Friday, 9 a.m.-5 p.m.

ODS test proctoring hours:
Monday-Friday, 8:30 a.m.-4 p.m.

CONFIRMING TEST REQUESTS

1. Once you receive an email notification that a student has booked a test with LSS or ODS, follow the link in the email or go to [ClockWork: Professors Login](#) through [myNOVA](#).
2. Under Options, select **Tests and Exams**. The yellow star indicates that there is at least one future test/exam in the system for your course.
3. Scheduled tests for this course should be listed displaying the following information:
 - **Type.** Test.
 - **Date of test.** The date on which you are administering the test to the class, e.g., Sept 26 (Monday) 2022
 - **Class test time.** The start time and length of the original test, e.g., 1 p.m. (50 minutes)
 - **Previously confirmed.** Indicates if the professor has confirmed the date of the test.
 - **Submitted file.** Indicates if the professor has submitted the test to LSS or ODS.
 - **Action.** Gives the professor the opportunity to confirm/edit the test request. Professors will need to complete the following steps to ensure that their students are able to take their test with LSS or ODS.
 - **Test details.** Confirm original test start and end times. ClockWork will calculate and apply approved time extensions.
 - **Students.** View list of students currently scheduled to take this test with LSS or ODS. (*Please review the student's accommodation letter or the original test confirmation email to determine where each student will be taking the test. Students taking the same test may take it in different offices depending on where they are registered.*) Date and time indicate when the student has booked a seat in LSS or ODS. Tests will be taken during the class date and time if the student's schedule permits. LSS and ODS proctoring times may also impact scheduling.
 - **Test information.** Professor fills out information about the test, allowable materials (please be specific!), and what should be done with the finished exam.
 - **Submit changes.** Confirm test details and upload the test. *If you upload a copy of your test to ClockWork, it will be accessible by both offices.* Paper copies may be delivered to the LSS office, located in Falvey 212, or the ODS office, located on the 2nd Floor of Connelly, depending on where the student is scheduled to take the test.

IMPORTANT THINGS TO REMEMBER

- Students are expected to communicate with their professors prior to scheduling exams. *Many professors can accommodate students without involving LSS or ODS test proctoring.*
- It is the student's responsibility to schedule a test with LSS or ODS. Professors cannot schedule LSS or ODS test proctoring for their students.
- Both LSS and ODS have limited space available and operate on a first come, first served basis. *If we are unable to proctor a student's test, professors will still be responsible for providing students with their accommodations.*
- Students may review their scheduled test on the **My upcoming events** tab in ClockWork.
- **All LSS and ODS proctoring requests are scheduled through ClockWork.**

For test proctoring information, please contact

LSS: proctoring@villanova.edu | 610-519-5641

ODS: ods@villanova.edu | 610-519-3209

These email accounts are monitored during regular business hours (M-F, 9 a.m.-5 p.m.).