Booking a test or exam using the Student Portal

What is the Student Portal?

The student portal is a secure web tool that allows students to request and view accommodation letters for courses that they are registered in each semester through an internet browser. The student portal will also allow students to notify Accessibility Services of upcoming tests, quizzes or exams so that a space may be made available for them to write in our Testing Centre.

Why is there a shift to an online presence?

The use of online tools is designed to promote accessibility, ease of use, flexibility and independence, and better management of accommodations for students and instructors.

Being able to access information through a portal allows both students and instructors easier access to information independent of the Accessibility Services department. Students are able to select specific accommodations based from their Accommodation Plan, request their own accommodation letter(s), and arrange test and exam bookings (for courses delivered in person).

Is the Portal secure?

The Portal uses the same CNA sign in credentials as the rest of the College web tools and all data is stored on Douglas College servers.

Who can use the Portal?

Students who have received services from Accessibility Services for more than one semester and who have maintain consistency in their accommodations are able to use the Portal. The Portal would not be appropriate for students receiving temporary accommodations or whose accommodations vary frequently.
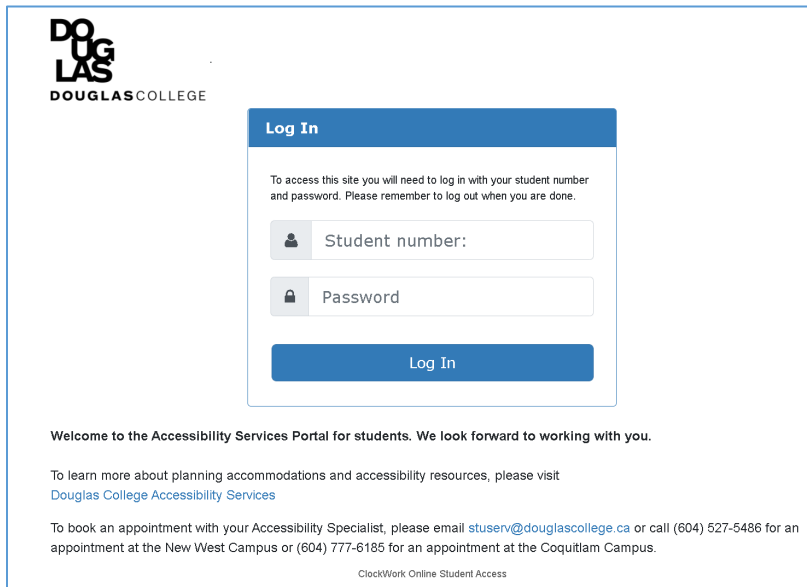
Will it be easy to use?

As with any new tool, there may be a period of adjustment. However, the interface is basic, intuitive and well laid out. The rest of this document is designed to help you learn the basics of the system and is divided into four sections (click on a section to navigate there):

1) Signing in
2) Scheduling a test or exam
3) View upcoming events

In additional to this Student Guide, a YouTube playlist has been created that contains a series of instructional videos to provide additional assistance on using the Student Portal.
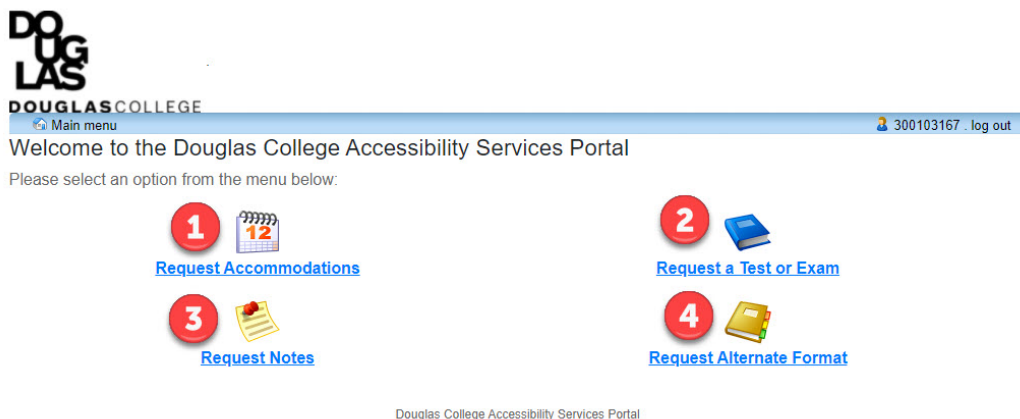
Accessing the Online Portal

You may sign in to the Portal from any browser using your Douglas College credentials which include your student number and your CAN password. It is highly recommended that you use a secure internet connection over a private network rather than from a shared computer over a public network (e.g. Starbucks). Navigate to this link to access the sign in page.

Log in using your Douglas CNA credentials (student number and password).

Welcome to the Douglas College Accessibility Services Portal

Please select an option from the menu below:

1. Request Accommodations
2. Request a Test or Exam
3. Request Notes
4. Request Alternate Format

Douglas College Accessibility Services Portal

The four services that can be accessed through the Student Portal are:

1) Request Accommodations – students can now have their accommodation memos sent out without the need to book an appointment with their Accessibility Specialist *if no additions or changes are required on their accommodation plan*. Additionally, students can select which accommodations are required for each course so that they are in line with course objectives and the way the course is taught and/or assessed. Students can also request additional accommodations not listed on their accommodation plan or to change or remove existing accommodations from an accommodation plan in which case the Accommodation Memo will not be sent immediately. The student's Accessibility Specialist will be notified electronically and they will be in touch with you to discuss the request(s).

2) Schedule a test or exam – students who wish to write tests or exams in our Testing Centre should inform Accessibility Services of upcoming tests or exams so that a writing space may be scheduled for them. A separate guide has been created to cover this process more thoroughly.

3) Request Alternate Format materials for your course(s) – students who require accessible materials in order to engage in their course work will have been provided with Alternate Format Text accommodations. This tool will allow you to request and manage your requests.

4) Request a Notetaker - this tool allows students to request a notetaker and manage the notes that have been shared with them.

Schedule a test or exam

From the main page, click the "Schedule a test or exam" button to advance to the **Student Test-Booking and Accommodations** screen. This landing page outlines the process for booking an upcoming test in our Exam Centre. Click the button labelled "Schedule a test, mid-term or quiz" to get started.

Student Test-Booking

Welcome to the Student Test-Booking website. You can use this website to:

- Schedule a test, mid-term or quiz
- Schedule a final exam
- Check your upcoming scheduled appointments, tests and exams

Please click the Schedule a test, mid-term or quiz link in the menu in order to schedule a test, or choose the menu option that you would like to use. You will be asked to login using your school login account.

ClockWork Online Student Access

There are six steps to make an online test booking:

Online Test Booking

Welcome to the Online Test Booking wizard. This wizard will guide you through the process of scheduling your test with us. You may abort this process at any time by clicking the 'Cancel' button at the bottom of each page.

Please be aware that your instructor will receive an email notification with the details of your test booking.

You will need to have the following information handy in order to successfully schedule your test:

1. The name of the course you want to schedule a test for, and the instructor's name and email address
2. The date, start time and duration of the test the class will be writing
3. You must be scheduling your test a minimum of seven (7) days before the class is writing

Click the 'Next' button below to get started.

Next   Cancel

ClockWork Online Student Access

1) Select the course that the test/exam is for from the drop down menu

Main menu		444444441 . log out
Welcome	**1. Select course**	
1. Select course	Please select the course you would like to schedule a test for from the list below.	
2. Class test date and time	**Course Info**	
3. Confirm prof info	Course:	
4. Choose accommodations		
5. Search status		
6. Confirm and complete		

Previous Next Cancel

ClockWork Online Student Access

2) Select the date and time of the test

    a. Select the date using the calendar icon; you may not schedule a test within a week of the current date

    b. Select the start time

    c. Select how long the class is given (do **not** calculate extended time)

    d. Click the "Next" button

Main menu		444444441 . log out
Welcome	**2. Class test date and time**	
1. Select course	Please specify when the test is taking place. Enter class test duration in minutes.	
2. Class test date and time	**Specify a date and time**	
3. Confirm prof info	Date of class test:	
4. Choose accommodations	**1** 4/23/2020 📅	
5. Search status		
6. Confirm and complete	Time of class test:	
	2 12:00 PM	
	Class test duration:	
	3 3 ⇕ 0	
	(hours) (minutes)	

Previous Next Cancel

ClockWork Online Student Access

3) Confirm instructor information – their name and email will be automatically generated. Confirm by clicking next.

4) Choose accommodations – select from the list as provided on your accommodation plan. You may select individual accommodations, all or none. Select "Next" to proceed.

5) Search status – the system will assign you a seat. Click next to proceed.

6) Confirm and complete – a summary of your test arrangements will be displayed. You **MUST** check the acknowledgement box and click the "Finish" button to submit your request.

A confirmation message will appear. At this point, you may log out or make another test booking by clicking the "Schedule another test" button.
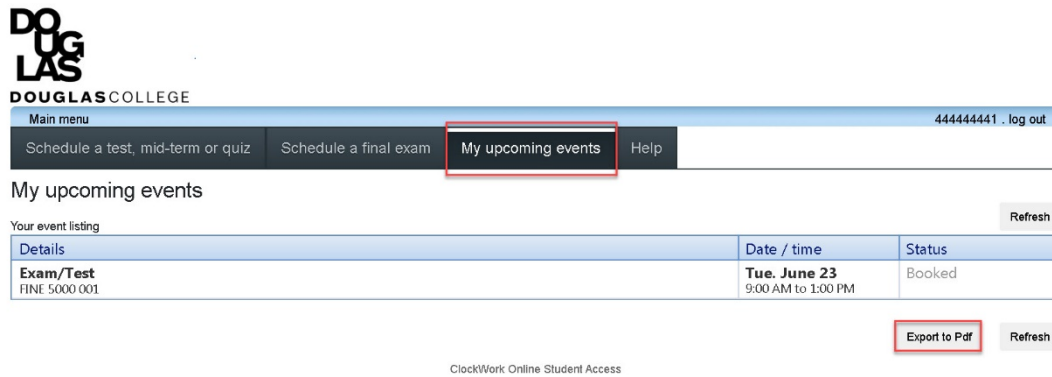
View Upcoming Events

From the main page, click the "My upcoming events" button to view exams/tests that have

been booked. From this page, you can export a summary of your events to a pdf file.