**I. Access the SAA ClockWork Site**

When your instructor informs you that there is an **upcoming test or exam**, access ClockWork by clicking the link: [https://students.accessibility.mcgill.ca/ClockWork](https://students.accessibility.mcgill.ca/ClockWork). Click **Schedule a Test or Exam**.

![ClockWork for Students](https://students.accessibility.mcgill.ca/ClockWork)

**II. Schedule a Test or Exam**

Clicking **Schedule a Test or Exam** will open the **Student Test/Exam Booking and Accommodations** module.

The Student Test/Exam Booking and Accommodation instructions overview will appear. This overview explains how to schedule a test or exam, and exam policies.

It is important to note that the **Type of Test or Exam** you are taking determines what button you should push.

For Final Exams that are organised through **Central Exams** or the **School of Continuing Studies Only**, click **Schedule a Final Exam**.

For **all other** tests and exams, click **Schedule a test, mid-term, or quiz**.

The two sections work the exact same way, but will display different exams.

The **Test/Exam Booking wizard** will appear. Simply click through the wizard, answering each question. The wizard is made up of 7 sections:

1. **Select Course**: In this section, select what course the exam is for. Only courses you are enrolled in will display.

2. **Test/Exam Date and Time**: Enter the Date and Time of the exam. This refers to the Date and Time the exam will be sat in class – you may sit it at a different time. If another student in your course has already entered this, it will be displayed and you can select it.

3. **Confirm Instructor Information**: Confirm that the instructor information is correct.

4. **Choose Accommodations**: All the accommodations you selected for this course in the **Review and Confirm My Accommodations** module will be displayed. Use the checkboxes to select the ones you want for this exam.

5. **Additional Information about the Test/Exam**: Answer the questions to specify if this test is in-person or virtual, and if there are any other special conditions.

6. **Select your Test Time**: Times when you can take this test will be displayed. Select one.

7. **Confirm and Complete Test/Exam Booking**: Review the information you have entered and confirm the booking.
III. View your Exam Booking

A Confirmation message will appear. Your test or exam is now booked, and you can view it from your Upcoming Events.

Thank you for your submission. Please check your McGill email for an email confirmation of your submission.

Clicking My Upcoming Events will display the complete list of your booked Tests and Exams.

Note that your Date / Time information reflects your exam booking – complete with any additional time you are entitled to per your accommodations, and the maximum StopWatch time to which you are entitled. You are not obliged to use all of this time.

If you cannot attend this exam booking, you can cancel it by clicking the Cancel button.

If at any time you require additional information or assistance in booking your exam, reach out to access.exams@mcgill.ca.