I. Access the SAA ClockWork Site

When you have scheduled an exam and have the Test Instructions and a Digital Copy of the Exam, access ClockWork by clicking the link: https://students.accessibility.mcgill.ca/ClockWork/user/instructor/default.aspx. The Instructor Information instructions overview will appear. This overview explains how to upload information, and an overview of SAA policies. When you have reviewed this information, click Courses.

II. Tests and Exams

Clicking Schedule a Test or Exam will open the Courses module. All of the courses you are instructing will appear.

If necessary, use the Show Term Dropdown Menu to select the appropriate term. When you have located the appropriate course from the list, click the Tests and Exams button.

If the test has not already be created (by a student registering for an accommodated exam), you will need to create it yourself.

Click the Calendar Dropdown Menu to choose the Date of the test, then click Add this Test.

Clicking Add this Test launches the Test/Exam Information Wizard. This wizard works the same way if you are adding a new test as it does if you are confirming a test that has already been created by a student registration.
II. Tests and Exams

If a student has already created the test, it will appear in the list. Identify the Date and Time of the test, and click the Confirm/Edit button.

<table>
<thead>
<tr>
<th>Type</th>
<th>Date of test</th>
<th>Class test time</th>
<th>Previously confirmed</th>
<th>Submitted file</th>
<th>Action</th>
</tr>
</thead>
</table>
| Test  | October 21  
Friday (2022)    | 8:00 AM (120 minutes)  
Last modified: 2022-09-21  | No                                  |                 | Confirm/Edit |

The Test/Exam Information Wizard contains four sections, which must be completed:

1. **Test Details**: The Test Details section will display (or prompt you to enter) the Date and Time of the test. This refers to the Date and Time the test will be sat in class.
2. **Students**: The Students section will display all students who have registered for an accommodated sitting for this exam, and the date and time they will be sitting it.
3. **Test Information**: The Test Information section requires you to complete Exam Details. Simply answer the questions about the Type of Exam (In-person vs virtual, timed assessment vs take-home), Special Conditions (lockdown browsers, OSCE exams, ANAT/Bell ringer exams), Sequestering, Contact Details, Exam Delivery (Return of completed exams via courier vs hold for pick-up at the Exam Centre, Exam Format, Permitted Materials, etc. Mandatory fields will be marked with a red asterix (*). All of this information will be used by SAA to generate Exam Cover Pages and other documents.
4. **Submit Changes**: The Submit Changes section allows you to review your entries, and attach a Digital Copy of the Exam.

5. Upload Exam: At the bottom of the Submit Changes section, you must Upload a Digital Copy of the exam by clicking the Browse button and selecting the appropriate file from your computer.
6. After uploading the file, click the Submit Changes button. A confirmation message will appear, and the exam will be confirmed. SAA will now have the information they require to proctor this exam.