

# Accommodated Testing: Faculty Instructions for Approving Student Bookings

As part of a new streamlined process, students registered with Accessibility Services now **book their own tests and exams online** when they wish to use their accommodations. They must do so **at least 7 days in advance**, and they also indicate which accommodations they wish to use for each test.

Once a student has submitted a test booking, **all professors assigned to that course section receive an automated email** from our no-reply testing account. This is your cue to log into the **Accommodated Test Booking system** to confirm the booking and upload the test file(s).

This process reduces unnecessary prep work for students who choose to write in class and allows both faculty and testing staff to manage bookings more efficiently. Students may use their accommodations for all tests, only major assessments, or just specific courses. This is their choice.

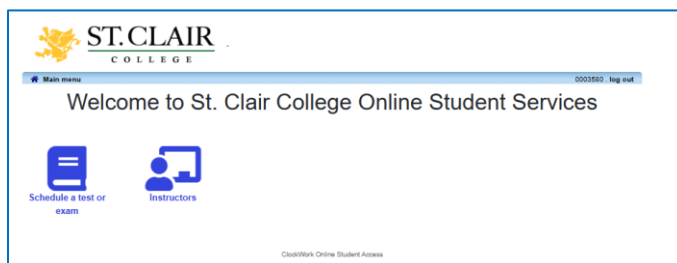
## How to Approve a Student Test Booking

### 1. Monitor your email for booking notifications

- Watch for an email from the *no-reply student services account*. This indicates that a student in your course has booked a test in the Testing Centre.

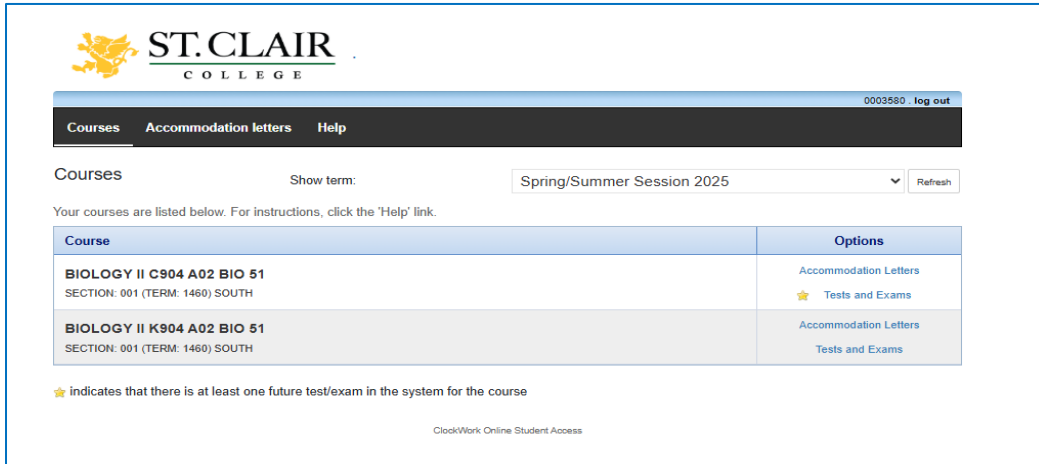
### 2. Log into the Accommodated Test Booking system

- Open the system using the **Accommodated Test Booking tile** in the MyStClair portal and login using E and your employee number as your User ID and your St. Clair ONE password.
- From the main screen, select the **Instructors** icon.



### 3. View your course list

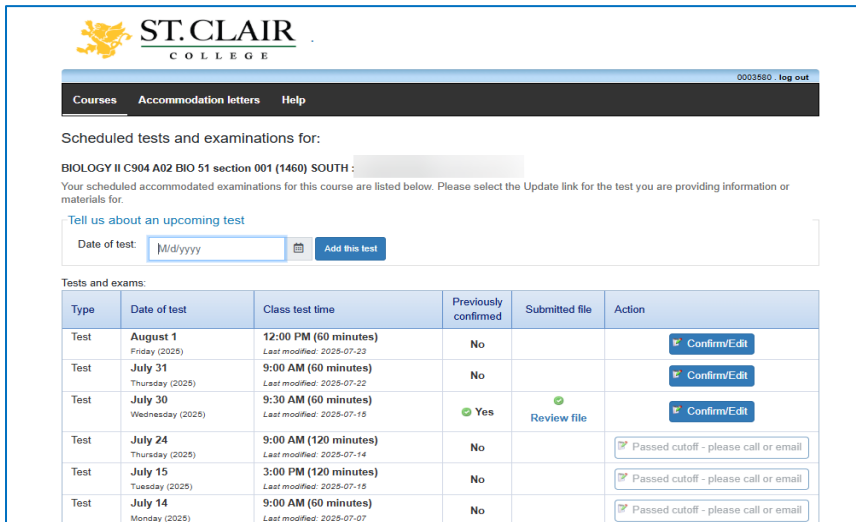
- The system opens to the **Courses** tab, which lists all your course sections. A star beside Test and Exams on the right side indicates where students have submitted bookings.
- Each entry includes options to view **Accommodation Letters** or to manage **Tests and Exams** on the right.



The screenshot shows the ST. CLAIR COLLEGE website interface. At the top, there's a navigation bar with 'Courses', 'Accommodation letters', and 'Help'. Below this, a 'Courses' section is displayed with a 'Show term:' dropdown set to 'Spring/Summer Session 2025' and a 'Refresh' button. A message states: 'Your courses are listed below. For instructions, click the 'Help' link.' A table lists two course sections: 'BIOLOGY II C904 A02 BIO 51 SECTION: 001 (TERM: 1460) SOUTH' and 'BIOLOGY II K904 A02 BIO 51 SECTION: 001 (TERM: 1460) SOUTH'. For each section, there are links for 'Accommodation Letters' and 'Tests and Exams'. A star icon is present next to the 'Tests and Exams' link for the first section. A note at the bottom states: '★ indicates that there is at least one future test/exam in the system for the course'. The footer mentions 'ClockWork Online Student Access'.

### 4. Select “Tests and Exams”

- This opens a list of all upcoming test bookings for that course, sorted by date.
- On the right side, select the **Confirm/Edit** button next to the test. You must submit your test **two business days in advance**. If the Confirm/Edit is greyed out, you have missed the cutoff and must contact the Testing Centre staff directly by email or phone.



The screenshot shows the 'Tests and Exams' page on the ST. CLAIR COLLEGE website. It features a section for 'Scheduled tests and examinations for: BIOLOGY II C904 A02 BIO 51 section 001 (1460) SOUTH'. Below this, a message states: 'Your scheduled accommodated examinations for this course are listed below. Please select the Update link for the test you are providing information or materials for.' There's a form to 'Tell us about an upcoming test' with a 'Date of test' field and an 'Add this test' button. A table lists the scheduled tests and exams with columns: Type, Date of test, Class test time, Previously confirmed, Submitted file, and Action. The table contains seven entries, including tests on August 1, July 31, July 30, July 24, July 15, and July 14. The 'Previously confirmed' column shows 'No' for most tests, and 'Yes' for the July 30 test. The 'Submitted file' column shows a 'Review file' link for the July 30 test. The 'Action' column includes 'Confirm/Edit' buttons and links for 'Passed cutoff - please call or email'.

## 5. Review Test Details

- Confirm the test **date**, **start time**, and **end time**.
- If the student booked the test for a different time than the class, this should raise a flag. Students are expected to write at the same time unless an alternate time has been approved.
- Do not enter the full class period unless the test genuinely runs that long. For example, if students write for one hour and then work on assignments, indicate only the test duration.
- Select **Next** to continue.

ST. CLAIR COLLEGE

0003580 log out

1. Test details  
2. Students  
3. Test Information  
4. Submit changes

1. Test / Exam Information

Course: **BIOLOGY II C904 A02 BIO 51 sect. 001 (1460) SOUTH**

Please enter the original test start and end times manually, or click on the clock icons to pick from a list. We will calculate and apply appropriate time extensions. If you must cancel this test booking, please contact us.

Date of test:

Test start time:

Test end time:

Previous Next Cancel

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## 6. Review the list of students

- View the names of students who have booked for this test.
- Indicate your **acknowledgement** or flag any questions for the Testing Centre.
- Select **Next** to continue.

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0003580 log out

1. Test details  
2. Students  
3. Test Information  
4. Submit changes

2. Students scheduled to-date for BIOLOGY II C904 A02 BIO 51 sect. 001 (1460) SOUTH

Below is the list of students that have registered to write this test with us so far. Please review this list and click the 'Next' button at the bottom of the page to continue.

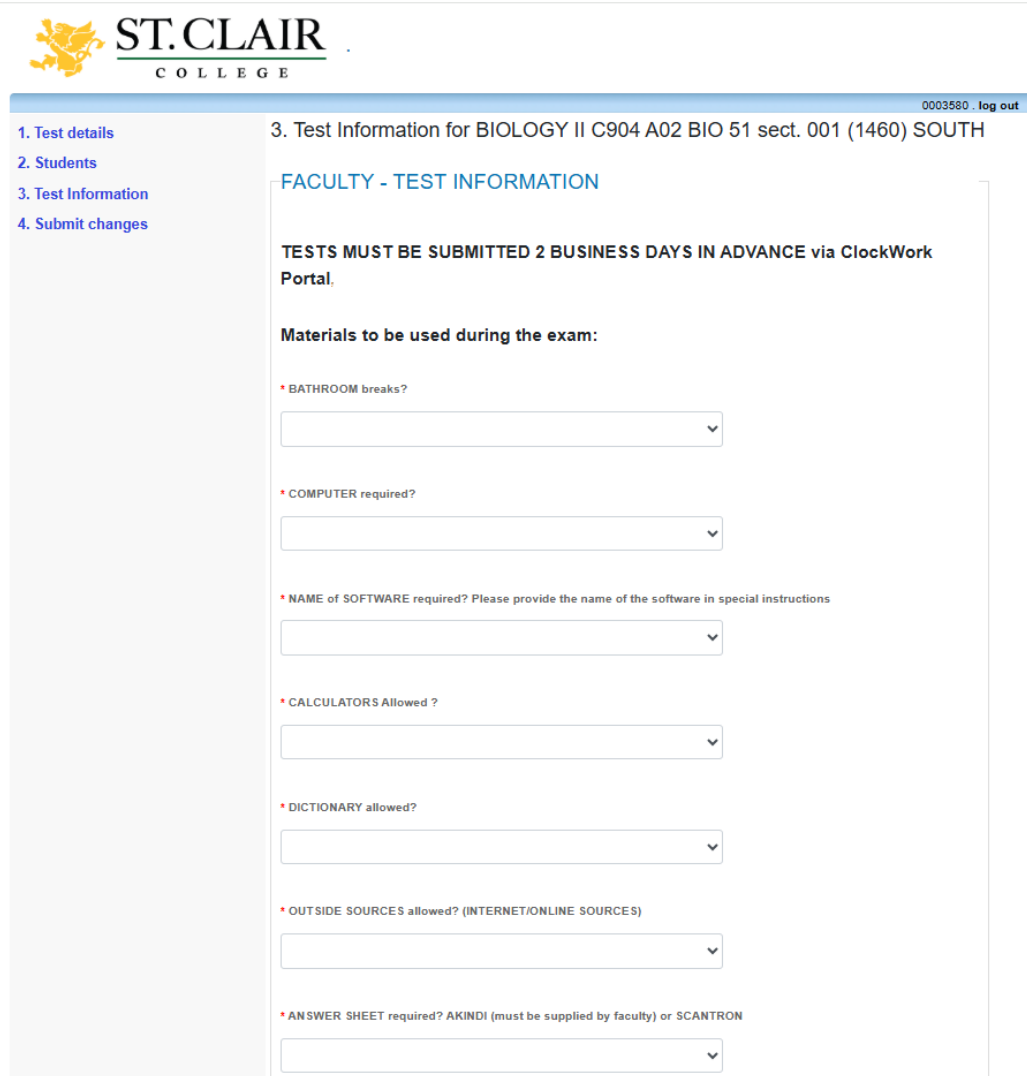
Student Name & ID	Date	Time	Acknowledge receipt
Testing Ted (1576T)	August 1 Friday (2025)	12:00 PM to 1:15 PM	<input type="radio"/> I acknowledge receipt of this exam request and agree to provide a copy of the test 2 business days prior to the test. <input type="radio"/> I have questions about this request and will contact the disability services department: South Campus - southtesting@stclaircollege.ca - 519-972-2727, ext. 4493 Downtown Campus - downtowntesting@stclaircollege.ca - 519-972-2727, ext. 4348 Chatham Campus - chathamtesting@stclaircollege.ca - 519-354-9100, Ext. 3306

Previous Next Cancel

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## 7. Enter test information

- Use the dropdown menu to select the Test Details. For example, indicate if an Akindi sheet is required, a calculator is allowed or if a software program is needed.
- Add any specific instructions for testing staff.
- Select **Next** to continue.



The screenshot shows the St. Clair College website interface. At the top left is the St. Clair College logo. To its right is the text "ST. CLAIR" in a large serif font, with "COLLEGE" in a smaller sans-serif font below it. In the top right corner, the text "0003580 . log out" is visible. On the left side, there is a vertical navigation menu with four items: "1. Test details", "2. Students", "3. Test Information", and "4. Submit changes". The "3. Test Information" item is highlighted. The main content area is titled "3. Test Information for BIOLOGY II C904 A02 BIO 51 sect. 001 (1460) SOUTH". Below this title is a section header "FACULTY - TEST INFORMATION". The text "TESTS MUST BE SUBMITTED 2 BUSINESS DAYS IN ADVANCE via ClockWork Portal." is displayed. Underneath, the heading "Materials to be used during the exam:" is followed by seven dropdown menus, each preceded by a red asterisk and a label: "BATHROOM breaks?", "COMPUTER required?", "NAME of SOFTWARE required? Please provide the name of the software in special instructions", "CALCULATORS Allowed ?", "DICTIONARY allowed?", "OUTSIDE SOURCES allowed? (INTERNET/ONLINE SOURCES)", and "ANSWER SHEET required? AKINDI (must be supplied by faculty) or SCANTRON". Each dropdown menu has a small downward arrow icon on its right side.

## 8. Upload your test and finalize

- Review all test details on the **Submit Changes** screen.

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0003500 log out

1. Test details  
2. Students  
3. Test Information  
4. Submit changes

4. Confirm exam details for BIOLOGY II C904 A02 BIO 51 sect. 001 (1460) SOUTH

Please review the information below and click the 'Submit changes' button at the bottom of this form to submit your changes. If you have any questions or concerns please do not hesitate to contact us.

**Test details**

BIOLOGY II C904 A02 BIO 51 sect. 001 (1460) SOUTH  
Fri August 1, 2025 . 12:00pm - 1:00pm

**Test information**

BATHROOM breaks?	Yes
COMPUTER required?	Yes
NAME of SOFTWARE required? Please provide the name of the software in special instructions	No
CALCULATORS Allowed?	Yes
DICTIONARY allowed?	Yes
OUTSIDE SOURCES allowed? (INTERNET/ONLINE SOURCES)	Yes
ANSWER SHEET required? AKINDI (must be supplied by faculty) or SCANTRON	Yes
FORMULA SHEET allowed? If yes, please be specific in Special	Yes

- Use the **File Upload** area to attach the electronic version of your test. Select **Browse** to choose your file.
- You may also print a copy of the test details for your records or update the test file later if needed.

**File upload**

**Note: If you are not able to upload a digital copy of the exam here, a paper copy of the exams, booklets and/or scantron sheets (for each student registered in your course) must be delivered to the Exams Office in advance of your scheduled test or exam, at least 2 business days in advance.**

Select test/exam file to submit:

Select file ... [Browse ...](#)

Previously uploaded tests:  
No records to display.

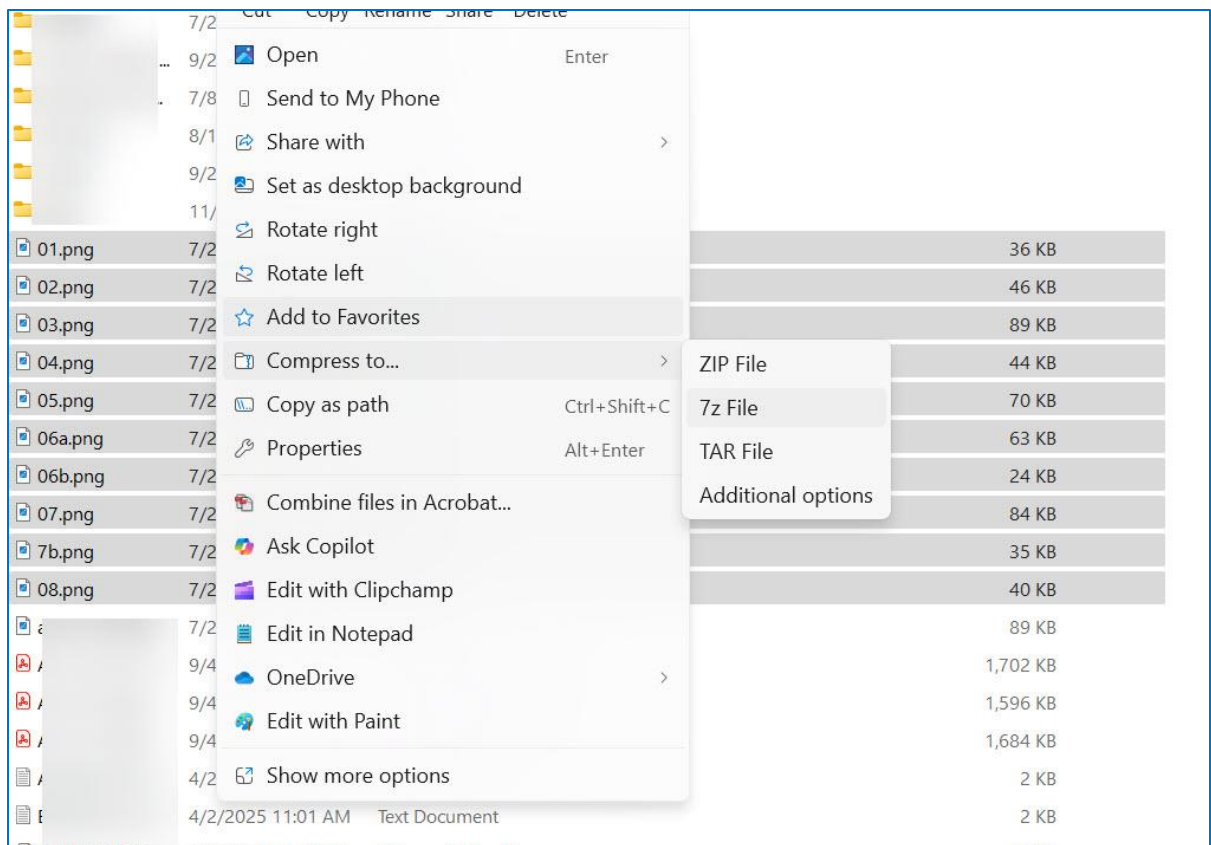
**Please note** that you must click the [Submit changes](#) button in order to confirm your test to us.

Please print a copy for your records

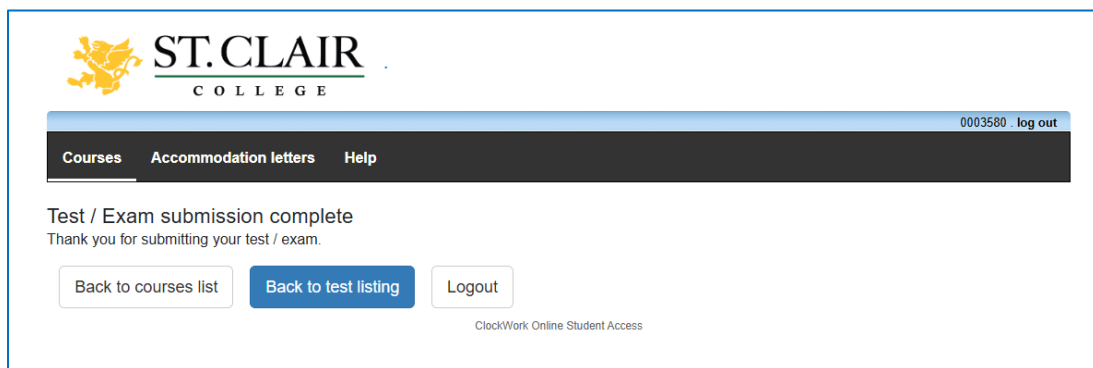
[Previous](#) [Submit changes](#) [Cancel](#)

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- **Be aware** that you can only upload one file at a time. You may return to the test at any time to add or change a file. However, if you have several files, for example multiple versions of the test or Akindi sheets to upload, we recommend you **“zip”** the files.
- **How to Zip:** In your file manager, select the files you want to submit. Right click on the selected files and choose **Compress to** from the list. Under the Compress to dropdown menu, select **ZIP File**.




- Select the **Submit Changes** button to complete the process.
- At the submission complete screen, you can return to the **courses list** or to the **test listing**



## Accommodations Letters

Under the Accommodation Letters tab, you can view students who have accommodation letters and review as needed.



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 COLLEGE

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[Courses](#)
[Accommodation letters](#)
[Help](#)

Accommodation Letters
 Show term: Spring/Summer Session 2025 Refresh

Accommodation letters for your students that are currently available are listed below. The 'Your confirmation' column lists the date that you confirmed receipt of the accommodation letter; blank entries mean that you have not yet confirmed receipt for that letter. To view a list of student letters by course, click the 'Courses' link above.

Course	Student	Date letter issued	Your confirmation	Letter
BIOLOGY II C904 A02 BIO 51 section 001 (1460) SOUTH		May 16, 2025		<a href="#">View letter</a>
BIOLOGY II C904 A02 BIO 51 section 001 (1460) SOUTH		May 7, 2025		<a href="#">View letter</a>
BIOLOGY II C904 A02 BIO 51 section 001 (1460) SOUTH		May 7, 2025		<a href="#">View letter</a>
BIOLOGY II C904 A02 BIO 51 section 001 (1460) SOUTH		May 7, 2025		<a href="#">View letter</a>

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## Helpful Tips

- **Use descriptive filenames** for tests, e.g., BIO51\_Sec001\_Test2 to help testing staff stay organized.
- **Set up an Outlook rule** to automatically sort emails from the no-reply testing account into a dedicated folder. This helps ensure you don't miss test bookings.

## No Extra Paperwork Required

Once you've approved a booking and uploaded the test, **no paper forms or deliveries are needed**. You'll have access to student accommodation plans and test bookings all in one place, making the process easier and more organized for everyone involved.