

# Booking Your Accommodated Test Instructions

As a St. Clair College student registered with Accessibility Services, you can write tests and exams using your accommodations or in the regular classroom. You can decide what works best for each situation. Some students use accommodations for all tests, while others choose to use them only for major assessments like midterms or finals.

You can also choose which accommodations to use for each test. For example, you may need extra time on one quiz but not require assistive technology. The choice is yours.

To use your accommodations, you must book each test or exam using our online system. Booking a test reserves your seat in the Testing Centre and notifies your professor. Your professor will then approve the booking and send your test to the Testing Centre.

## Rules to Remember:

- You must book your test **at least 7 business days in advance**.
- Tests must be written **at the same time as your class**, unless an alternate time is approved by your professor.
- Bookings are handled through the **Accommodated Test Booking tile** on your **mySt.Clair portal**.
- You'll need your course information, test date and time, and your professor's name and email.

Let's walk through the steps for booking.

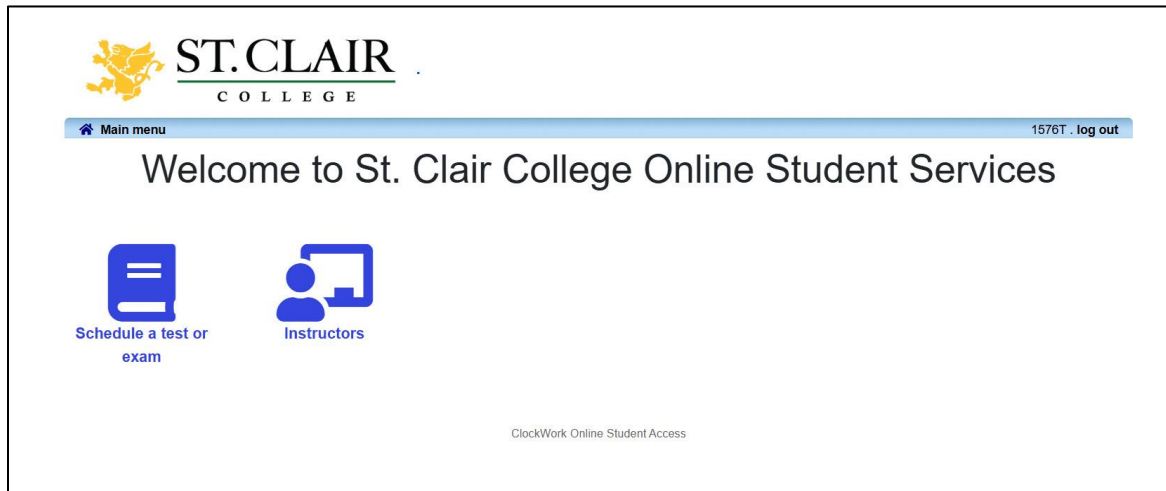
## How to Book a Test or Quiz (Step-by-Step)

### 1. Gather Information

- Collect your course outlines, syllabi, and timetable. The syllabus will indicate the week your test, quiz, or exam is scheduled and may not contain dates. You will need to determine the date your class falls on in that week. Your timetable will show the day and time of your class.
- Confirm the test week, class date and time, and your professor's name.
- Use your timetable or syllabus to find your professor's email. It typically follows this format: **firstinitiallastname@stclaircollege.ca**

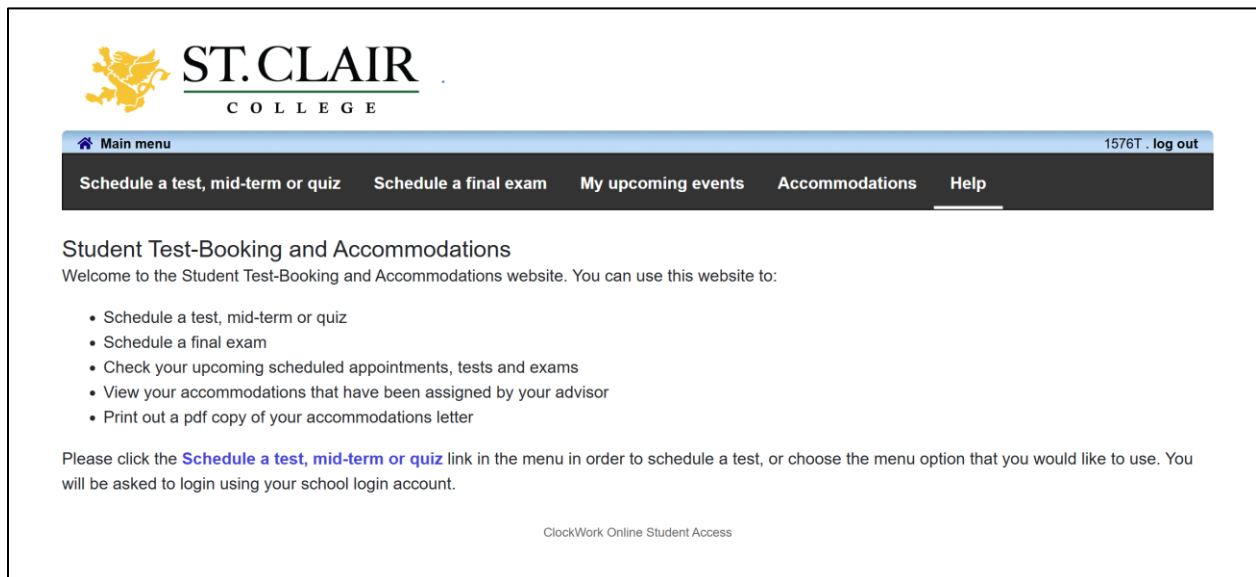
## 2. Log into the Portal

- Go to mySt.Clair and select the **Accommodated Test Booking** tile.
- Sign in using your college email (e.g., **W012345@myscc.ca**) and the password you set for your St. Clair ONE account.
- Use the “Forgot Password” link if needed.

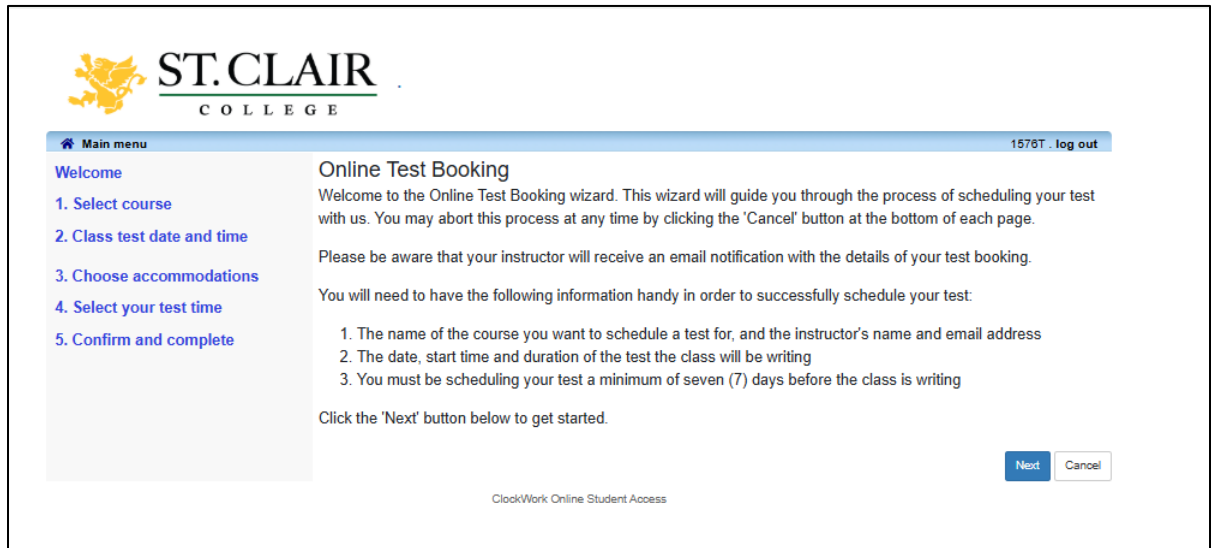


## 3. Choose the Type of Booking

- Select **“Schedule a test or exam”** on the Welcome screen
- Select “Schedule a test, mid-term or quiz” from the menu bar.

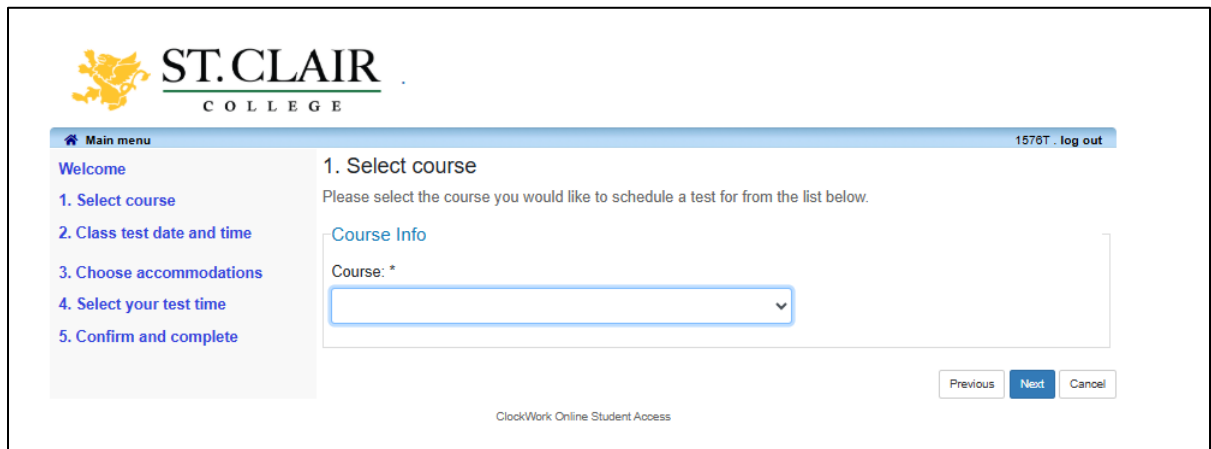


- This is open the Booking landing page. There are five steps listed in the menu bar on the left of your screen.



The screenshot shows the St. Clair College Online Test Booking landing page. At the top is the St. Clair College logo. Below it is a navigation bar with a 'Main menu' icon and a '1576T . log out' link. The left sidebar contains a 'Welcome' message and a list of five steps: 1. Select course, 2. Class test date and time, 3. Choose accommodations, 4. Select your test time, and 5. Confirm and complete. The main content area is titled 'Online Test Booking' and contains a welcome message, instructions about the booking process, and a list of required information: 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. At the bottom right are 'Next' and 'Cancel' buttons. The footer text is 'ClockWork Online Student Access'.

- Select **Next** or choose **1. Select course** from the menu. All your courses will appear in the Course drop-down menu.
- Select the correct course and then select **Next**



The screenshot shows the '1. Select course' page of the St. Clair College Online Test Booking system. The layout is similar to the landing page, but the main content area is titled '1. Select course' and contains the instruction 'Please select the course you would like to schedule a test for from the list below.' Below this is a 'Course Info' section with a 'Course: \*' label and a dropdown menu. At the bottom right are 'Previous', 'Next', and 'Cancel' buttons. The footer text is 'ClockWork Online Student Access'.

## 4. Class Test Date and Time

- Enter the **date and time** your class is taking the test.
- Do **not** choose a different time unless your professor has approved it.
- The test duration should match the time allotted for the test, **not** the full class time.
- If you're unsure about the timing, ask your professor.

- Select **Next** to continue.

**ST. CLAIR COLLEGE**

Main menu 1578T . log out

Welcome

1. Select course
2. Class test date and time
3. Choose accommodations
4. Select your test time
5. Confirm and complete

### 2. Class test date and time

Please specify when the test is taking place. Enter class test duration in minutes.

Specify a date and time

Date of class test:

Time of class test:

Class test duration:  
   
 (hours) (minutes) \*

[Select a previously submitted date and time](#)

Previous **Next** Cancel

ClockWork Online Student Access

## 5. Choose Your Accommodations

- Choose which of your approved testing accommodations you would like to use for this test. You can use all or some, whatever suits you for that test. Select the **checkbox** beside the accommodations needed.
- Select **Next** to continue.

**ST. CLAIR COLLEGE**

Main menu 1578T . log out

Welcome

1. Select course
2. Class test date and time
3. Choose accommodations
4. Select your test time
5. Confirm and complete

### 3. Choose accommodations

Listed below are the accommodation(s) that have already been approved for you by your counsellor. Please check off the accommodation(s) that you feel are necessary for this test.

Available accommodations

\* note: Only accommodations with a check will be used for your test booking.

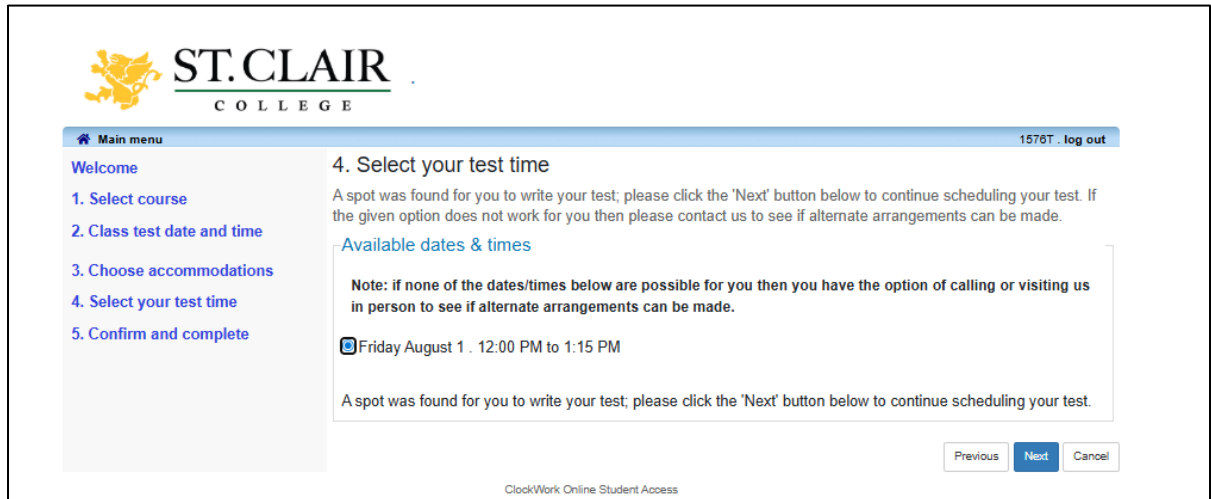
- ☐ Clarification of testing terminology
- ☐ Extra time on quizzes/tests/exams - X 1.25
- ☐ One test/exam per day
- ☐ One test/exam per day within a 24 hour period
- ☐ Quizzes/tests/exams using Dragon/Speech-to-Text software
- ☐ Quizzes/tests/exams using Kurzweil/Text-to-Speech software
- ☐ Rephrasing of question into simpler language
- ☐ Use of computer for short answer/essay/test/exam
- ☐ Write in Student Services individual room

Previous **Next** Cancel

ClockWork Online Student Access

## 6. Select Your Test Time

- The system will check seat availability in the Testing Centre.
- If a seat is available, it will be reserved for you automatically.
- If no seat is available, you'll be directed to contact Testing Services.
- Select **Next** to continue.



The screenshot shows the St. Clair College ClockWork Online Student Access interface. At the top, there is a header with the St. Clair College logo and name. Below the header, a navigation bar contains a 'Main menu' link and a user identifier '1576T . log out'. A sidebar on the left lists the steps of the process: 'Welcome', '1. Select course', '2. Class test date and time', '3. Choose accommodations', '4. Select your test time' (which is highlighted), and '5. Confirm and complete'. The main content area is titled '4. Select your test time' and contains a message: 'A spot was found for you to write your test; please click the 'Next' button below to continue scheduling your test. If the given option does not work for you then please contact us to see if alternate arrangements can be made.' Below this message is a section titled 'Available dates & times' which displays a note: 'Note: if none of the dates/times below are possible for you then you have the option of calling or visiting us in person to see if alternate arrangements can be made.' and a selected time slot: 'Friday August 1 . 12:00 PM to 1:15 PM'. Another message follows: 'A spot was found for you to write your test; please click the 'Next' button below to continue scheduling your test.' At the bottom right, there are three buttons: 'Previous', 'Next' (highlighted in blue), and 'Cancel'. The footer of the page reads 'ClockWork Online Student Access'.

## 7. Confirm and Complete

- Select the **checkbox** to acknowledge that the information on the summary screen is correct and select **Finish** to complete your booking.
- Your professor will receive a notification and must approve your request and submit the test.
- **You will receive a confirmation email with the test details.**

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Main menu 1576T . log out

Welcome

1. Select course
2. Class test date and time
3. Choose accommodations
4. Select your test time
5. Confirm and complete

5. Confirm and complete

[Your tentative test information](#)

**Tentative test date and time**  
 Fri Aug 1, 2025 . 12:00 PM to 1:15 PM (1 h and 15 m)

**Course information**  
 BIOLOGY II C904 A02 BIO 51 001

**Class test date / time**  
 Fri Aug 1, 2025 12:00 PM (1 h)

\* Note: this is not your accommodated writing time

**Accommodations required**

- Clarification of testing terminology
- Extra time on quizzes/tests/exams - X 1.25
- One test/exam per day
- One test/exam per day within a 24 hour period
- Quizzes/tests/exams using Dragon/Speech-to-Text software
- Quizzes/tests/exams using Kurzweil/Text-to-Speech software
- Rephrasing of question into simpler language
- Use of computer for short answer/essay/test/exam
- Write in Student Services individual room

☐ I acknowledge that the information I am submitting is correct to the best of my knowledge.

Previous Finish Cancel

ClockWork Online Student Access

- On the Thank you screen, you can select **Schedule another test** to begin again or **log out** in the top right corner of your screen.

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Main menu 1576T . log out

Schedule a test, mid-term or quiz Schedule a final exam My upcoming events Accommodations Help

Thank you for your submission.

Schedule another test

ClockWork Online Student Access

## Booking a Final Exam

Booking a final exam follows the **same steps** as booking a test or quiz. However, seat availability is expanded during final exam periods. You'll be directed to the specific location where your exam will be written.

## Other Features of the Booking System

### My Upcoming Events

- View all your scheduled test and exam bookings.

- Check whether your professor has confirmed each test.
- You'll also receive a confirmation email at your college email address.

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Main menu 1576T . log out

Schedule a test, mid-term or quiz Schedule a final exam My upcoming events Accommodations Help

My upcoming events

Your event listing Refresh

Details	Date / time	Status
Tests BIOLOGY II C904 A02 BIO 51 001	Thu. July 10 9:00 AM to 10:15 AM	Booked

Export to Pdf Refresh

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## View Accommodations

- Select **“Accommodations”** to review your full accommodation plan.
- You can also print or forward your plan to your professor.

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Main menu 1576T . log out

Schedule a test, mid-term or quiz Schedule a final exam My upcoming events Accommodations Help

Accommodation Letters

Your courses: Show term: Spring/Summer Session 2025 Refresh

Click on the 'View accommodations' link beside the course to view the accommodations letter for that course.

Course	Date last viewed by you	Review
[REDACTED]	-	* course has ended View accommodations
BIOLOGY II [REDACTED]	-	View accommodations

ClockWork Online Student Access

## Help Section

- The **Help – FAQ** tab answers common questions about booking, policies, and accommodations.

## Contact Information by Campus

### ● Windsor Campus (South)

- **Email:** [southtesting@stclaircollege.ca](mailto:southtesting@stclaircollege.ca)
- **Phone:** 519-972-2727 ext. 4493
- **Room:** A2110

### ● Chatham Campus

- **Email:** [chathamtesting@stclaircollege.ca](mailto:chathamtesting@stclaircollege.ca)
- **Phone:** 519-354-9100 ext. 3306
- **Room:** W1023

### ● Downtown Windsor Campus

- **Email:** [downtowntesting@stclaircollege.ca](mailto:downtowntesting@stclaircollege.ca)
- **Phone:** 519-966-1656 ext. 4348
- **Room:** R1011 (Zekelman School of Business, 1 Riverside Dr. W.)



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**STUDENT SERVICES**