SDRC Clockwork Procedures for Instructors

Eligibility:

Students that receive exam accommodations may need to test in the Student Disability Resource Center Exam Lab. The student should provide you with their accommodation letter prior to scheduling a quiz, test or exam with SDRC. If you receive a request from a student from whom you have not received a letter please inform us as soon as possible.

Security and Integrity of Examination Process:

Exams are kept locked in a secure location until time to administer. The testing environment at the SDRC is monitored by physical proctors, video cameras and a remote system that allows staff members to see what students are doing on their computer screen during exams on which a computer may be used. Instructors are welcome at any time to visit our facility to insure that the integrity of the exam process is being upheld.

Academic Dishonesty:

In the event that academic dishonesty is suspected, our policy is to stop the exam and notify the instructor immediately. Our office does not make decisions on penalties, but will provide any information regarding what was witnessed.

Testing Location:

The testing center is located inside the Student Disability Resource center, located in the Student Services Building, 874 Traditions Ways - Room 108.

Any questions regarding exam accommodations should be sent to:

   Student Disability Resource Center Exam Lab
   sdrc-testing@fsu.edu
   850-645-1853

Scheduling Tests:

Students are required to schedule tests with our office at least a week in advance using the Clockwork test scheduler. This means if a test is to take place on Monday, they will need to register it on the previous Monday. We understand that there may be circumstances when one week advance notice cannot be given (pop quizzes). Our office can work with those cases as needed and discuss a plan with the instructor and student for those times.

The link below has the instructions for students scheduling a test:

https://dos.fsu.edu/sdrc/services/exam-lab
Once a student has scheduled a test with our office, you will receive an email notification requesting that you submit the test. If you think that you have received this notification in error, please let us know as soon as possible.

Below is an example of the notification:

Date: Sunday January 10, 2016 3:14 AM
To: ********
From: sdrc-testing@admin.fsu.edu
Subject: Test booking notification for 1114
Body:
Hello (Instructor Name)

This is an automatic email to notify you of an upcoming test booking. The following student(s) have registered to write their test for your course with the SDRC:

Student Name
Student EMP ID
Date and time of test booking

Please visit our website to provide information about your test, including a copy of the test:

https://clockwork.fsu.edu/ClockWork/user/instructor/default.aspx

PLEASE NOTE: If the student is blind/low-vision, deaf/hard-of-hearing, or in any way mobility impaired, the test or test components (images, videos, audio recordings) may need to be converted for accessibility. Please strive to submit tests that are universally accessible; the SDRC Testing Center staff makes all reasonable attempts to check tests for accessibility before they are distributed to students but that is no guarantee that we can identify problems before the test date.

If you have any questions about the submission process or how to check if your test is universally accessible, please contact the testing center at sdrc-testing@fsu.edu.

When you receive this message, please visit our website to provide information about your test, including a copy of the test: https://clockwork.fsu.edu/ClockWork/user/instructor/default.aspx
Confirming/Uploading Tests I CLOCKWORK

You will enter the Instructor Information website and see the information below.

* This shows an instructor with multiple courses.

Click on the link indicated with the star (★)

![Courses Table]

- MAC 1114
  - SECTION: 0006 (TERM: 2163) MAIN
  - Accommodation Letters
  - Tests and Exams
- MAC 1114
  - SECTION: 0008 (TERM: 2163) MAIN
  - Accommodation Letters
- MAC 1114
  - SECTION: 0010 (TERM: 2163) MAIN
- MGF 1107
  - SECTION: 0001 (TERM: 2163) MAIN
  - Accommodation Letters
- MGF 1107
  - SECTION: 0002 (TERM: 2163) MAIN
  - Accommodation Letters
- MGF 1107
  - SECTION: 0003 (TERM: 2163) MAIN
  - Accommodation Letters
- MGF 1107
  - SECTION: 0004 (TERM: 2163) MAIN
  - Accommodation Letters
- MGF 1107
  - SECTION: 0007 (TERM: 2163) MAIN

★ indicates that there is at least one future test/exam in the system for the course
* This shows an instructor with multiple exam dates. Click on the “confirm” link for the exam

![Scheduled tests and examinations for:](image)

* Enter the exam details (date and time), then click next. If this is a Canvas exam that has a window, just enter the first available date and time slot. The instructions for setting up extended time for a specific user will be posted at the end of this document.

1. Test / Exam Information

   **Course:** MAC 1114 sect. 0006 (2161) MAIN

   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 (yyyy-mm-dd):** 2016-04-20
   **Test start time:** 10:45 AM
   **Test end time:** 11:40 AM

   ![Next](button) ![Cancel](button)
* This shows a list of students who have scheduled their exam. Review, acknowledge receipt and click next if there are no questions regarding the exam.

2. Students scheduled to-date for

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.

<table>
<thead>
<tr>
<th>Student Name &amp; ID</th>
<th>Date</th>
<th>Time</th>
<th>Acknowledge receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Image]</td>
<td>April 20</td>
<td>10:45 AM to</td>
<td>☐ I acknowledge receipt of this exam request and agree to provide a copy of the test.</td>
</tr>
<tr>
<td></td>
<td>Wednesday</td>
<td>11:25 AM</td>
<td>☐ I have questions about this request and will contact the disability services department.</td>
</tr>
</tbody>
</table>

* This will let the SDRC know your preferred method of exam delivery. Make your choices (examples below) by checking the boxes that apply, then click on next.

3. Test Information for

EXAM DELIVERY INFO
- Exam will be uploaded to Clockwork
- Exam will be emailed to SDRC
- Exam will be faxed to SDRC
- Exam will be sent via campus mail
- Online test - password will be sent
- Online test - ODL has password
- Instructor will HAND DELIVER Exam
- Student will HAND DELIVER Exam

EXAM RETURN INFO
- Exam will be emailed to instructor
- Exam will be faxed to instructor

Fax #

- Exam will be returned via campus mail (4-5 days for delivery)
- Online test - no return necessary
- Instructor will PICK-UP Exam
- Student will RETURN Exam
* This is the page where you will upload the test and submit exam Information. Please note any special instructions regarding the exam (notes allowed, calculator use, etc...) should be on the cover page of the exam or sent via email to sdrc@fsu.edu.

It is important to upload file and then click on submit changes.

4. Confirm exam details for

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

MAC 1114 sect. 0006 (2161) MAIN
Wed April 20, 2016, 10:45 AM - 11:40 AM

Test information

Exam will be uploaded to Clockwork  yes
Exam will be emailed to instructor  yes
Exam will be returned via campus mail (4-8 days for delivery)  yes

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 one business day in advance.

Select test exam file to submit: Select

Previous 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.

![Submit changes button highlighted]

* You have completed the instructor process. Don’t forget to logout.

Test / Exam submission complete

Thank you for submitting your test / exam.
Canvas: setting extra time

Below is a set of instructions for setting extra time in Canvas for students who get extended time on tests/exams. These instructions are also available at this site: https://canvas.campus.fsu.edu/kb/article/977-how-to-allow-extra-time-for-students-on-a-canvas-assessment

1. **Click into your Canvas course site.**

2. **Select Quizzes from your course navigation menu on the left side of the screen.**

3. **On the Quizzes page, locate the published quiz whose time you want to adjust for a student. Click on the quiz's title.**
4. Select the **Moderate This Quiz** option that displays in the upper right corner.

5. On the Moderate Quiz page, locate the student(s) for whom you want to adjust the quiz time. Check the grey box to the left of each student who you wish to give extra time. Then, scroll down to the bottom of the page and select **Change Extensions for x Selected Students**.

6. On the Student Extensions pop-up window, enter in the extra time in minutes that you want your student(s) to have for each attempt. *E.g., if the quiz has a 30 minute time limit, but you want to give 50% extra time, then type in 15 minutes.*
7. Click the **Save** button.

8. If you need 1-on-1 help, [create a new support ticket](#) or call Canvas support at **(850) 644-8004**, or [schedule a one-on-one consultation](#).