

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@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@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@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

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

Courses Accommodation letters Help


Instructor Information

Welcome to the Instructor Information website. You can use this website to:

- View accommodations that have been assigned to your students
- Tell us about your upcoming mid-terms, tests or quizzes








Please click the [courses](#) link in the menu in order to get started. You will be asked to login using your school login account.


* This shows an instructor with multiple courses.

Click on the link indicated with the star ()

Courses Show term: Spring Session 2016

Your courses are listed below. For instructions, click the 'Help' link.

Course	Options
MAC 1114 SECTION: 0006 (TERM: 2161) MAIN	Accommodation Letters  Tests and Exams
MAC 1114 SECTION: 0008 (TERM: 2161) MAIN	Accommodation Letters  Tests and Exams
MAC 1114 SECTION: 0010 (TERM: 2161) MAIN	Accommodation Letters  Tests and Exams
MGF 1107 SECTION: 0001 (TERM: 2161) MAIN	Accommodation Letters Tests and Exams
MGF 1107 SECTION: 0002 (TERM: 2161) MAIN	Accommodation Letters  Tests and Exams
MGF 1107 SECTION: 0003 (TERM: 2161) MAIN	Accommodation Letters  Tests and Exams
MGF 1107 SECTION: 0004 (TERM: 2161) MAIN	Accommodation Letters  Tests and Exams
MGF 1107 SECTION: 0007 (TERM: 2161) MAIN	Accommodation Letters  Tests and Exams

 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:









MAC 1114 section 0006 (2161) MAIN : [REDACTED] (2016 Jan 6 to Apr 29)

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.

[Tell us about an upcoming test](#)

Date of test: 

Tests and exams:


Type	Date of test	Class test time	Previously confirmed	Submitted file	
Test	April 20 Wednesday (2016)	10:45 AM (55 minutes) <i>Last modified: 2016-01-27</i>	No		 Confirm
Test	April 13 Wednesday (2016)	10:15 AM (85 minutes) <i>Last modified: 2016-01-26</i>	No		 Confirm
Test	April 6 Wednesday (2016)	10:45 AM (40 minutes) <i>Last modified: 2016-01-26</i>	No		 Confirm
Test	March 30 Wednesday (2016)	10:45 AM (40 minutes) <i>Last modified: 2016-01-26</i>	No		 Confirm
Test	March 23 Wednesday (2016)	10:45 AM (40 minutes) <i>Last modified: 2016-01-26</i>	No		 Confirm
Test	March 16 Wednesday (2016)	10:45 AM (40 minutes) <i>Last modified: 2016-01-26</i>	No		 Confirm
Test	March 2 Wednesday (2016)	10:45 AM (40 minutes) <i>Last modified: 2016-01-26</i>	No		 Confirm
Test	February 24 Wednesday (2016)	10:15 AM (85 minutes) <i>Last modified: 2016-01-27</i>	No		 Confirm
Test	February 17 Wednesday (2016)	10:45 AM (40 minutes) <i>Last modified: 2016-01-26</i>	No		Passed cutoff - please call or email


* **Enter the exam details (date and time), then click next.** If this is a Blackboard 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): 

Test start time: 

Test end time: 

* 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.

Student Name & ID	Date	Time	Acknowledge receipt
A S (200...)	April 20 Wednesday (2016)	10:45 AM to 11:25 AM	<input type="radio"/> I acknowledge receipt of this exam request and agree to provide a copy of the test. <input type="radio"/> I have questions about this request and will contact the disability services department

Previous Next Cancel

* 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 DELIEVER 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

Previous Next Cancel

* 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(4-5 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.

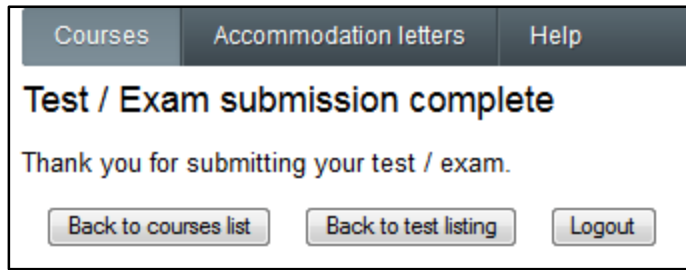
Select test/exam file to submit: **1**

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.](#)

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

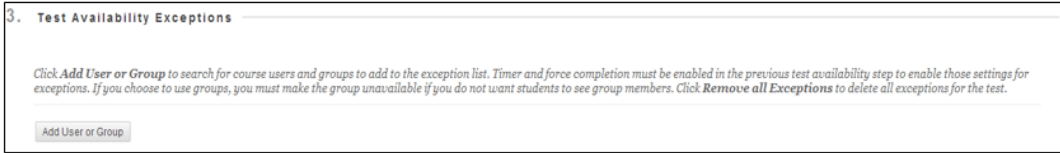
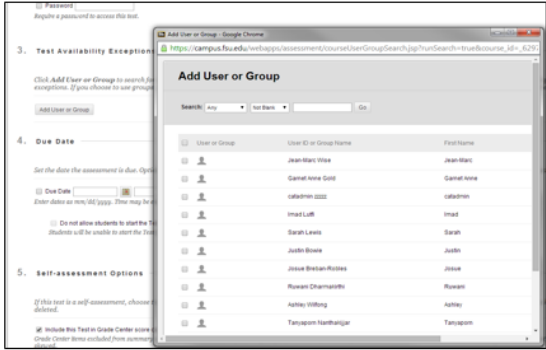



Blackboard: setting extra time

Below is a set of instructions for setting extra time in blackboard for students who get extended time on tests/exams. If you should have any questions, please visit the FSU Blackboard User Support site: <https://support.campus.fsu.edu/home>

Adding Extra Time to an Exam for Specific Users

This feature will allow students in the SDRC or students needing extra time to complete the exam without the need to create another exam.

- In the exam settings go to option 3. Click on **Add User or Group**

- A pop up page will appear showing all of the users enrolled in the course or organization. Select the user you want to give an exam exception to.


User ID or Group Name	First Name
Jean Marie Wiley	Jean Marie
Garrett Anne Galt	Garrett Anne
Latashia Goss	Latashia
Imad Lutf	Imad
Sarah Lewis	Sarah
Justin Brown	Justin
Jessica Brittan Rottler	Jessica
Roseann Charnalath	Roseann
Ashley Wilkins	Ashley
Tanayam Nandhanagar	Tanayam
- You will then be brought back to the original window. Now you will have option to provide the user with unlimited attempts, a unique timer, availability (to make that exam available for only that user) and the option to remove force completion.


Name	Attempts	Timer	Availability	Options
Sarah Lewis	Unlimited Attempts			<input type="checkbox"/> Force Completion