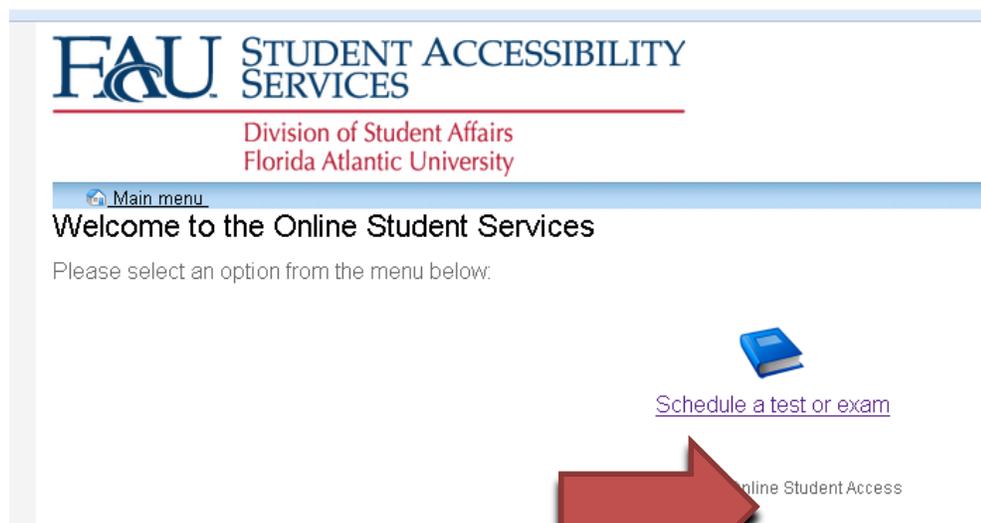
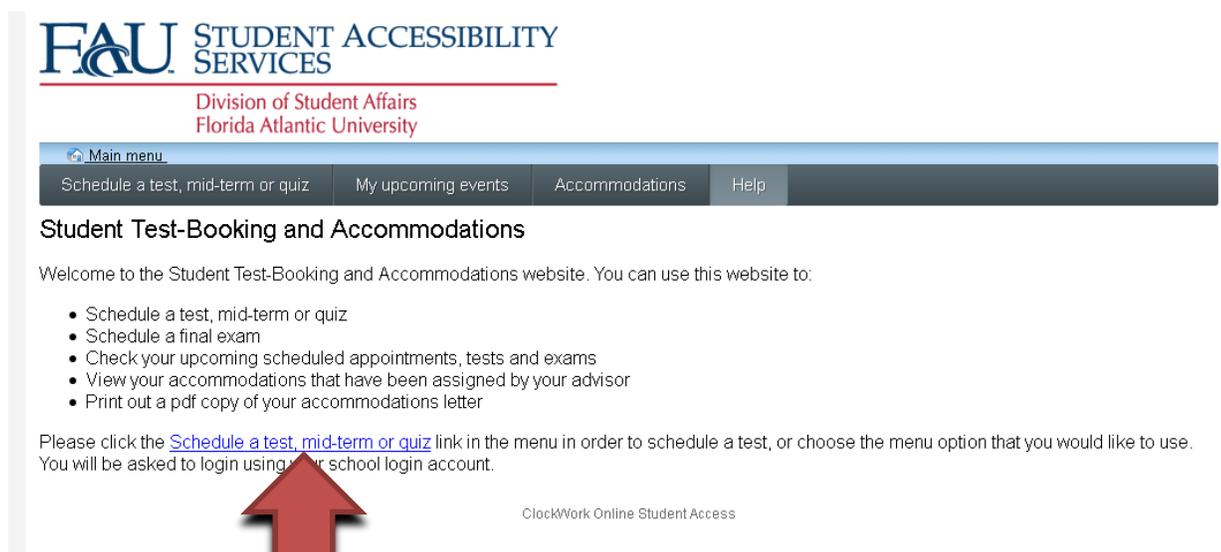


How to view your SAS test and appointment schedule using the SAS Online Clockwork Portal

1. Click on the service you would like to use. In this case it will be “Schedule a test or exam”



2. Click on “Schedule a test, mid-term or quiz”. <https://www.fau.edu/sas/portal>



3. Use your FAU ID and password to log in, e.g. "johndoe2016" and "password."
<https://www.fau.edu/sas/portal>

Log In

To access this site you will need to log in with your user name and password. Please remember to log out when you are done.

User name:
Password:



ClockWork Online Student Access

4. If you do not have any active courses you will receive the message below. If this is incorrect, see one of the testing facilitators

You do not have any active courses in our system at the current time.

ClockWork Online Student Access

5. You are now at the test booking screen

Welcome

- [1. Select course](#)
- [2. Class test date and time](#)
- [3. Confirm prof info](#)
- [4. Choose accommodations](#)
- [5. Additional Requirements](#)
- [6. Select your test time](#)
- [7. Confirm and complete](#)

Online Test Booking

Welcome to the Online Test Booking wizard. This wizard will guide you through the process of scheduling your test with us. You may abort this process at any time by clicking the 'Cancel' button at the bottom of each page.

Please be aware that your instructor will receive an email notification with the details of your test booking.

You will need to have the following information handy in order to successfully schedule your test:

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

Click the 'Next' button below to get started.

ClockWork Online Student Access

6. Step one: Choose the course for your exam

The screenshot shows a web browser window with the URL <https://clockwork.fau.edu/ClockWork/user/test/book.asp#MainContent>. The page header features the FAU Student Accessibility Services logo and the text "Division of Student Affairs, Florida Atlantic University". A navigation menu on the left includes links for "Welcome", "1. Select course", "2. Class test date and time", "3. Confirm prof info", "4. Choose accommodations", "5. Additional Requirements", "6. Select your test time", and "7. Confirm and complete". 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. The dropdown menu is open, showing a list of course numbers: SYO 4534 001, LAE 4353 001, EEX 2091 004, and EDF 3430 001. At the bottom of the page, there are "Previous", "Next", and "Cancel" buttons, and the text "ClockWork Online Student Access".

7. Step two: Schedule the test date, time, and duration. Write the time the class will have to take the exam. The Portal will calculate your example time at the last step. Check your time information to ensure it is correct, then click “Next”

The screenshot shows a web browser window with the URL <https://clockwork.fau.edu/ClockWork/user/test/book.asp#MainContent>. The page header features the FAU Student Accessibility Services logo and the text "Division of Student Affairs, Florida Atlantic University". A navigation menu on the left includes links for "Welcome", "1. Select course", "2. Class test date and time", "3. Confirm prof info", "4. Choose accommodations", "5. Additional Requirements", "6. Select your test time", and "7. Confirm and complete". The main content area is titled "2. Class test date and time" and contains the instruction "Please specify when the test is taking place. Enter class test duration in minutes." Below this is a "Specify a date and time" section with three input fields: "Date of class test:" with a date picker set to "2016-05-03", "Time of class test:" with a time picker set to "10:30 AM", and "Class test duration:" with two spinners set to "2" (hours) and "30" (minutes). At the bottom of the page, there are "Previous", "Next", and "Cancel" buttons, and the text "ClockWork Online Student Access".

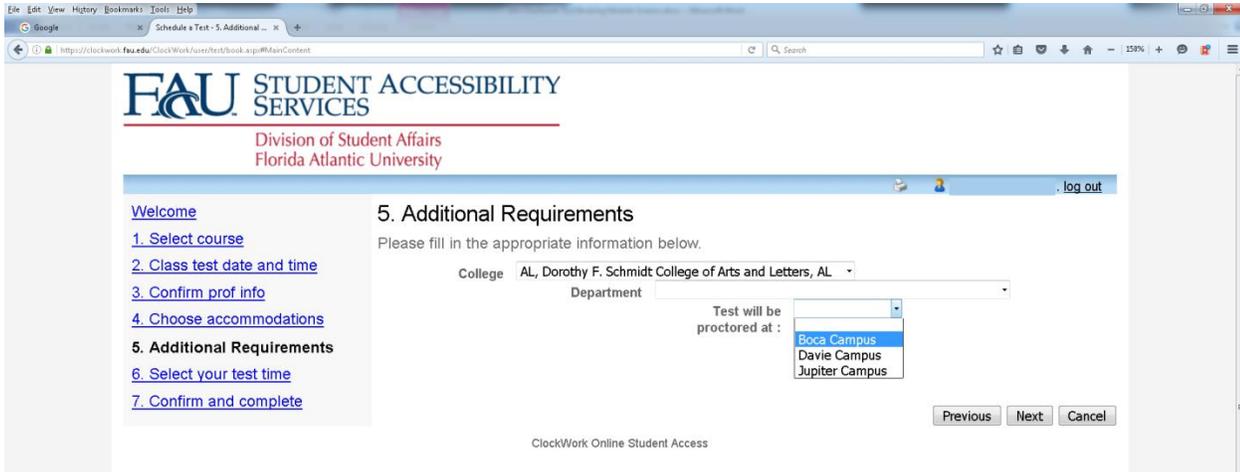
8. Step three: Check if your instructor information is correct and click “Next”

The screenshot shows a web browser window with the URL <http://clockwork.fau.edu/ClockWork/User/test/book.asp#MainContent>. The page header includes the FAU Student Accessibility Services logo and the text "Division of Student Affairs, Florida Atlantic University". A navigation menu on the left lists steps 1 through 7, with step 3, "Confirm prof info", highlighted. The main content area is titled "3. Confirm instructor information" and contains the following text: "Please verify the following information and correct anything that is missing or incorrect." Below this, there are two sections: "Course Info" with a text box containing "SYO 4534 001", and "Instructor Info" with a bold instruction: "You must enter the instructor email address in order to continue." Under "Instructor Info", there are two text boxes: "Instructor name:" with "Harvey, Mark" and "(last name, first initial)" to its right, and "Instructor email:" with "mharve16@fau.edu". At the bottom right of the form area are three buttons: "Previous", "Next", and "Cancel". The footer of the page reads "ClockWork Online Student Access".

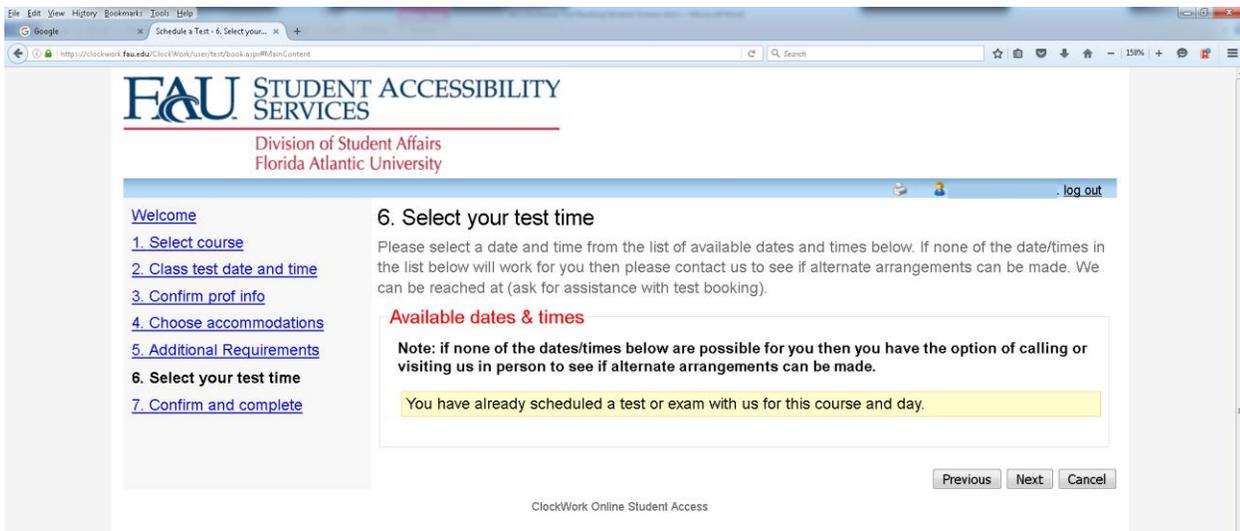
9. Step four: Check the box(es) of the approved accommodations you are requesting for this specific exam. Click “Next”

The screenshot shows a web browser window with the URL <http://clockwork.fau.edu/ClockWork/User/test/book.asp#MainContent>. The page header is identical to the previous screenshot. The navigation menu on the left highlights step 4, "Choose accommodations". The main content area is titled "4. Choose accommodations" and contains the text: "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." Below this is a section titled "Available accommodations" with a note: "* note: Only accommodations with a check will be used for your test booking." A list of accommodations follows, each with a checkbox: "Extended time for exams and quizzes. The amount of time allowed the class x (2.0)", "Test in distraction-reduced setting (quiet room without phones, conversations, interruptions)", "Computer word processor for exams", "E-copy of exam (Word format)", "No scantron sheet student is to write responses directly on exam paper", "Use of CCTV (magnification device) for exams", and "Large print exam. Minimum font (18)". At the bottom of the list are two buttons: "Check all" and "Check none". At the bottom right of the form area are three buttons: "Previous", "Next", and "Cancel". The footer of the page reads "ClockWork Online Student Access".

10. Step five: Click the down arrow for the course information and chose the College, Department, and Campus of your course. Click “Next”



11. Step six: Check the information for the date and time of the exam/quiz you are scheduling, and confirm it is accurate. Click “Next”



12. Step seven: Final step! Review all the information for your scheduled exam/quiz and confirm it is correct. Click on the box “I acknowledge that the information I am submitting is correct to the best of my knowledge”. By checking this box, you are also confirming you have returned your AAA signed letter from the professor authorizing SAS to administer the exam. Click “Finish”

FAU STUDENT ACCESSIBILITY SERVICES
Division of Student Affairs
Florida Atlantic University

Welcome log out

[1. Select course](#)
[2. Class test date and time](#)
[3. Confirm prof info](#)
[4. Choose accommodations](#)
[5. Additional Requirements](#)
[6. Select your test time](#)
7. Confirm and complete

7. Confirm and complete

This test is not scheduled yet! Click 'Finish' to submit your test request.

Please verify that the class date and time are correct - the information below will be sent to your professor.

Your tentative test information

Tentative test date and time
Mon May 9, 2016 . 9:00 AM to 2:00 PM (5 h)

Course information
PGY 4822C 001

Instructor
Wood, Sommer . @fau.edu

Class test date / time
Mon May 9, 2016 9:00 AM (2 h and 30 m)
*** Note: this is not your accommodated writing time**

Accommodations required

Extended time for exams and quizzes. The amount of time allowed the class x (2.0)
Test in distraction-reduced setting (quiet room without phones, conversations, interruptions)
Computer word processor for essay exams
Calculator for math-related exams
Electronic spellchecker for essay exams

Additional requirements:

College **MS, The Graduate College, MS**

Department **BMED, Biomedical Science**

Test will be proctored at : **Boca Campus**

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

ClockWork Online Student Access

Thank you for your submission.

[Schedule another test](#)

ClockWork Online Student Access

13. You will receive a confirmation email and an email will also be sent to your professor to inform him/her of your exam/quiz booking. The professor will be given a link to upload your exam to SAS and there they will specify the items permitted for the exam (e.g. calculator, formula sheet, scantron etc.).

If you have any questions regarding your exam/quiz, please contact the Coordinator of Testing Services: Luciana Lima at llima5@fau.edu or call 561-297-3880.

**Florida Atlantic University
Student Accessibility Services
777 Glades Road
SU 80 Room 133
Boca Raton, FL 33431
Ph. 561.297.3880**