ACCESSIBLE EDUCATION SERVICES

AES Online Test Booking System – Faculty Handout

Step-by-Step Instructions

When one or more students completes an accommodated test booking request, you will receive a system generated email 6 days prior to the test booking date asking you to confirm test details and provide test information. The email will contain a link to the AESTest Booking System.

- You can follow the link in the email, which will take you to Step 7 of these instructions

or

- You can manually enter the website and view your courses by beginning at Step 1 of these instructions

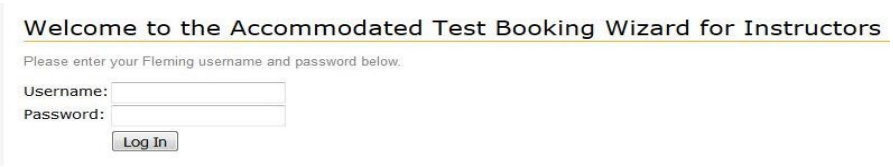
If you are unsure if you have students with testing accommodations, please click the "Accommodation Letters" links, as seen in Step 4 or 5 of this handout

1. Go to https://flemingcollege.ca/ClockWork

2. Click on the "**Instructor Login**" link.

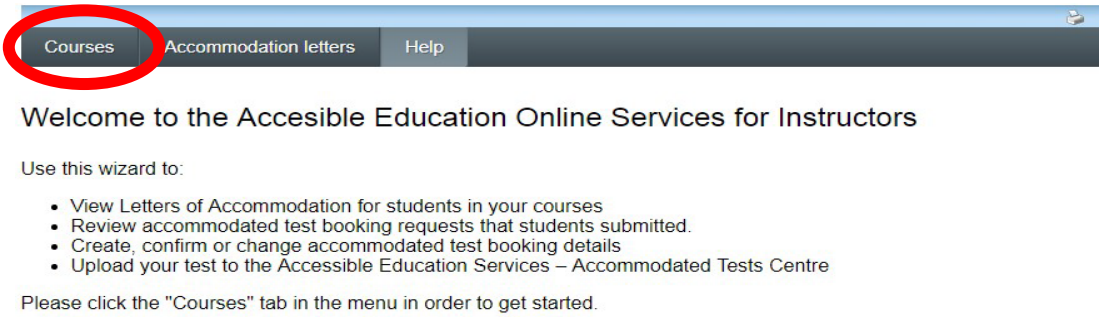


3. Enter your Fleming username and password and click the "**Log In**" button.



4. Click the "**Courses**" option from the menu tab.

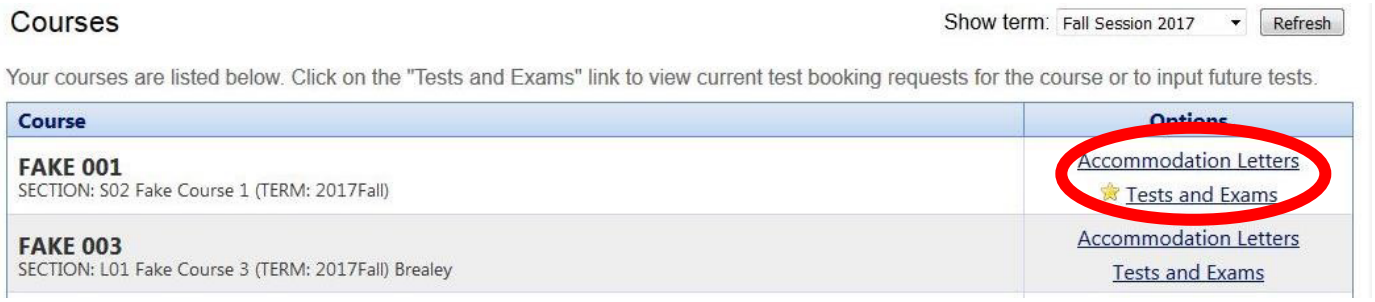
   Note: You can view a list of all of your students with accommodations by clicking the **"Accommodation letters"** option from the menu tab.



5. Any course for which there is an accommodated test booking request will be displayed on this page. Courses are organized by section and class type, i.e. lecture/lab/seminar etc.

   To view accommodated test booking requests for a particular course and section, select the "**Tests and Exams**" link to the right of the course/section display.

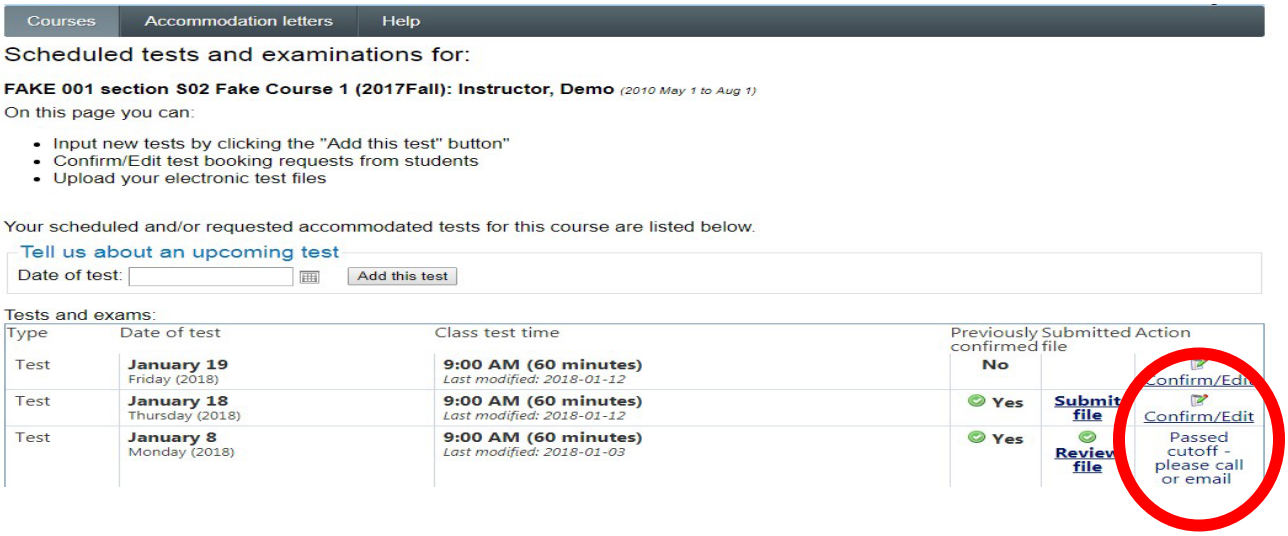
   Note: You can view a list of students with accommodations in each course by clicking the "**Accommodation letters**" link



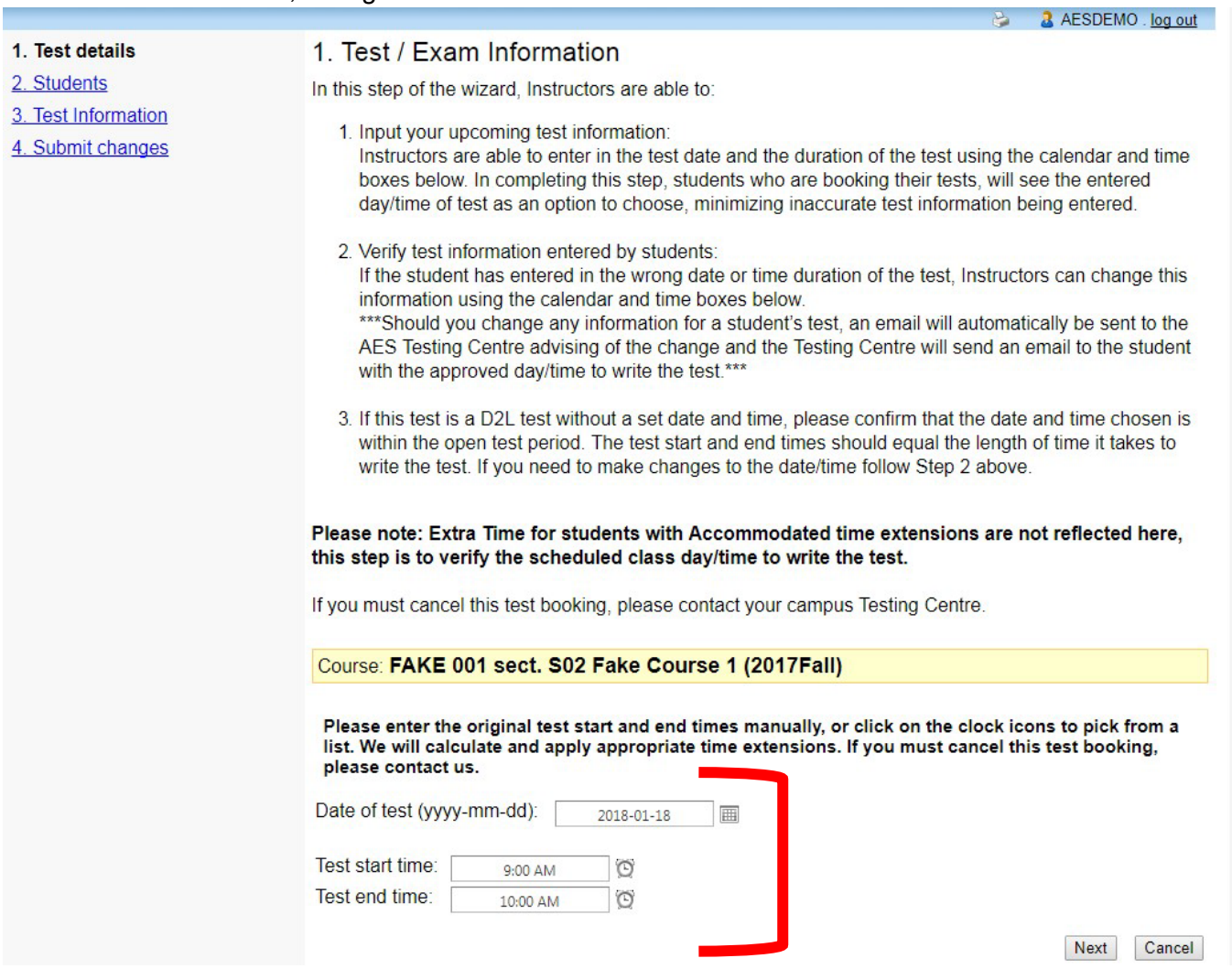
6. Click the "**Confirm/Edit**" link beside the test to view the test request information.

   On this page you can also:

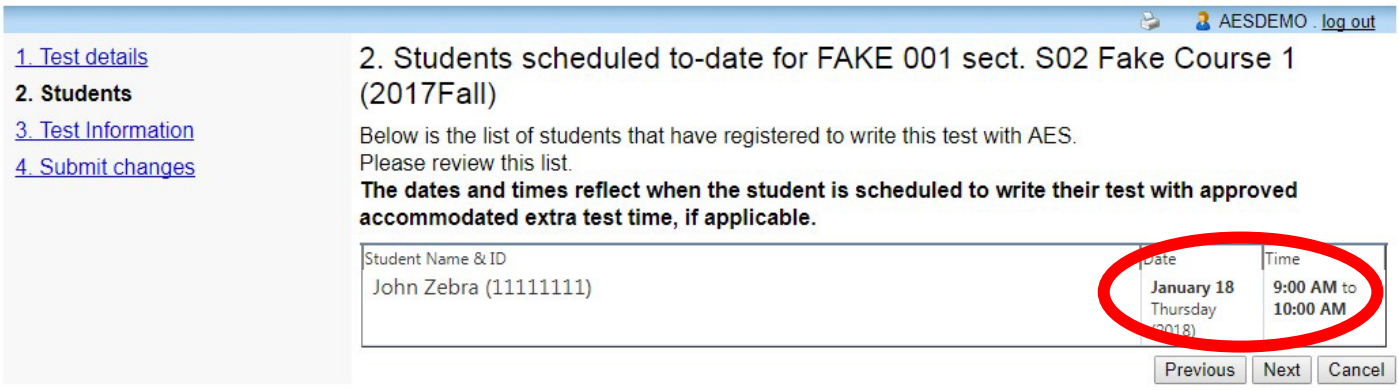
   - Update information about a previously confirmed test ("Confirm/Edit" link)
   - Add an upcoming test, even if a student has not yet made a request to write it with accommodations: Enter the date of the upcoming test, then click the "Add Test" button



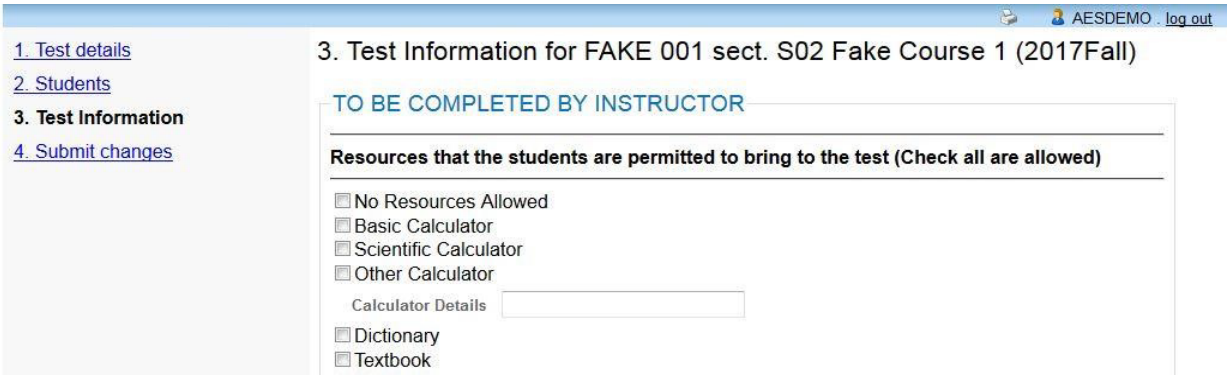
7. The test information displayed was entered by the student at the time of their test booking request. If the information is incorrect, change it to the correct values.



8. Review the students registered to write this test.
The Date and Time listed are when they will be writing, including any extra time applied.

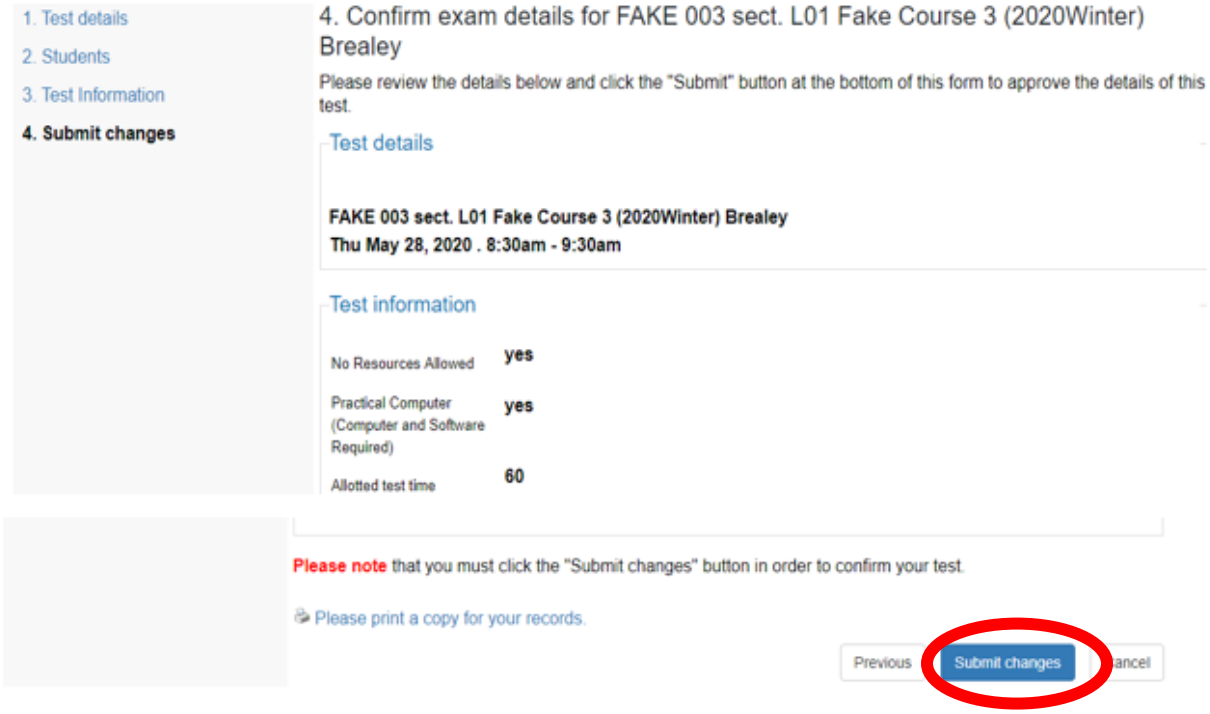


9. Fill in the appropriate test information fields, providing additional details as necessary.

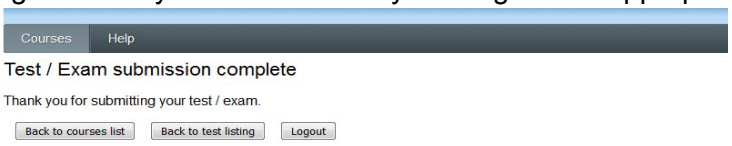


10. The test information is displayed here for your review.

    Click the "**Submit changes**" button to save your test.



11. Your test submission is complete. You can now log out, go back to the test listing to confirm another test, or go back to your courses list by clicking on the appropriate button.



If you have any questions, please contact:

Sutherland Campus – Peterborough
Carmen Gelette
AES Facilitator
aestesting@flemingcollege.ca

Frost Campus - Lindsay
Sherri Crump
Assessment & Testing Centre Coordinator
aestestingfrost@flemingcollege.ca