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

   ## Courses

   Show term: Fall Session 2017 ▼ [Refresh]

   Your courses are listed below. Click on the "Tests and Exams" link to view current test booking requests for the course or to input future tests.

Course	Options
FAKE 001 SECTION: S02 Fake Course 1 (TERM: 2017Fall)	Accommodation Letters ⭐ Tests and Exams
FAKE 003 SECTION: L01 Fake Course 3 (TERM: 2017Fall) Brealey	Accommodation Letters Tests and Exams

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

Courses	Accommodation letters	Help

   ### Scheduled tests and examinations for:

   FAKE 001 section S02 Fake Course 1 (2017Fall): Instructor, Demo *(2010 May 1 to Aug 1)*

   On this page you can:

   - Input new tests by clicking the "Add this test" button"
   - Confirm/Edit test booking requests from students
   - Upload your electronic test files

   Your scheduled and/or requested accommodated tests for this course are listed below.

   Tell us about an upcoming test
   Date of test: [   ] 🔲 [Add this test]

   Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
Test	**January 19** Friday (2018)	**9:00 AM (60 minutes)** *Last modified: 2018-01-12*	No		✏️ Confirm/Edit
Test	**January 18** Thursday (2018)	**9:00 AM (60 minutes)** *Last modified: 2018-01-12*	✅ Yes	**Submit file**	✏️ Confirm/Edit
Test	**January 8** Monday (2018)	**9:00 AM (60 minutes)** *Last modified: 2018-01-03*	✅ Yes	✅ **Review file**	Passed cutoff - please call or email

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:

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