



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.

The screenshot shows the login form for the Accommodated Test Booking Wizard for Instructors. The form has a title 'Welcome to the Accommodated Test Booking Wizard for Instructors' and a subtitle 'Please enter your Fleming username and password below.' There are two input fields: 'Username:' and 'Password:'. Below the input fields is a '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.



Welcome to the Accesible Education Online Services for Instructors

Use this wizard to:

- View Letters of Accommodation for students in your courses
- Review accommodated test booking requests that students submitted.
- Create, confirm or change accommodated test booking details
- Upload your test to the Accessible Education Services – Accommodated Tests Centre

Please click the "Courses" tab in the menu in order to get started.

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 Submitted Action confirmed file
Test	January 19 Friday (2018)	9:00 AM (60 minutes) <i>Last modified: 2018-01-12</i>	No Confirm/Edit
Test	January 18 Thursday (2018)	9:00 AM (60 minutes) <i>Last modified: 2018-01-12</i>	Yes Submit file Confirm/Edit
Test	January 8 Monday (2018)	9:00 AM (60 minutes) <i>Last modified: 2018-01-03</i>	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.

AESDEMO . log out

1. Test details
[2. Students](#)
[3. Test Information](#)
[4. Submit changes](#)

1. Test / Exam Information

In this step of the wizard, Instructors are able to:

1. Input your upcoming test information:
 Instructors are able to enter in the test date and the duration of the test using the calendar and time boxes below. In completing this step, students who are booking their tests, will see the entered day/time of test as an option to choose, minimizing inaccurate test information being entered.
2. Verify test information entered by students:
 If the student has entered in the wrong date or time duration of the test, Instructors can change this information using the calendar and time boxes below.
 Should you change any information for a student's test, an email will automatically be sent to the AES Testing Centre advising of the change and the Testing Centre will send an email to the student with the approved day/time to write the test.
3. If this test is a D2L test without a set date and time, please confirm that the date and time chosen is within the open test period. The test start and end times should equal the length of time it takes to write the test. If you need to make changes to the date/time follow Step 2 above.

Please note: Extra Time for students with Accommodated time extensions are not reflected here, this step is to verify the scheduled class day/time to write the test.

If you must cancel this test booking, please contact your campus Testing Centre.

Course: **FAKE 001 sect. S02 Fake Course 1 (2017Fall)**

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:

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.

AESDEMO . log out

[1. Test details](#)
2. Students
[3. Test Information](#)
[4. Submit changes](#)

2. Students scheduled to-date for FAKE 001 sect. S02 Fake Course 1 (2017Fall)

Below is the list of students that have registered to write this test with AES.
 Please review this list.

The dates and times reflect when the student is scheduled to write their test with approved accommodated extra test time, if applicable.

Student Name & ID	Date	Time
John Zebra (11111111)	January 18 Thursday (2018)	9:00 AM to 10:00 AM

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

1. Test details
2. Students
3. Test Information
4. Submit changes

3. Test Information for FAKE 001 sect. S02 Fake Course 1 (2017Fall)

TO BE COMPLETED BY INSTRUCTOR

Resources that the students are permitted to bring to the test (Check all are allowed)

No Resources Allowed
 Basic Calculator
 Scientific Calculator
 Other Calculator
Calculator Details
 Dictionary
 Textbook

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

Click the “Submit changes” button to save your test.

1. Test details
2. Students
3. Test Information
4. Submit changes

4. Confirm exam details for FAKE 003 sect. L01 Fake Course 3 (2020Winter) Brealey

Please review the details below and click the "Submit" button at the bottom of this form to approve the details of this test.

Test details

FAKE 003 sect. L01 Fake Course 3 (2020Winter) Brealey
Thu May 28, 2020 . 8:30am - 9:30am

Test information

No Resources Allowed **yes**
Practical Computer (Computer and Software Required) **yes**
Allotted test time **60**

Please note that you must click the "Submit changes" button in order to confirm your test.

Please print a copy for your records.

Previous **Submit changes** Cancel

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.

Courses Help

Test / Exam submission complete

Thank you for submitting your test / exam.

Back to courses list Back to test listing Logout

If you have any questions, please contact:

Sutherland Campus – Peterborough
Tammy Christie
Accessible Education Services
aestesting@flamingcollege.ca

Frost Campus - Lindsay
Sherri Crump
Testing Centre Coordinator
aestestingfrost@flamingcollege.ca