Scheduling a Test in Clockwork

The Office of Disability Services (ODS) test scheduling portal allows registered ODS students to schedule accommodated tests online, as well as view and cancel scheduled tests.

You must request your accommodation letter and your professor must approve you to test at ODS facilities before you can schedule a test through Clockwork. If you add a class or change class sections after you request your letters, you must request a new letter before you can schedule tests online.

To schedule a test:

1. Go to Clockwork Test Scheduling (http://ods.ua.edu/test)
2. Click either the Clockwork 5 image or the text below it that says “Click here to enter our Clockwork test scheduling portal.”
3. You will see the following page.
   - Click “Schedule a test, mid-term or quiz.”

4. You will be redirected to a login page. Log in with your myBama username and password.

5. The following “Online Test Booking” screen will appear. Read the instructions and then click “Next.”

   **NOTE:** On the following screens, use the “Previous” button if you need to go back. **Do not** use your browser’s “back” button.
6. **Select Course.**
   - Use the drop-down menu to choose the course.
   - Click “Next.”

   **NOTE:** For classes with multiple sections (lecture/lab, etc.), you must select the section that meets during the time this test will be given. Otherwise, test booking will fail.

7. **Class Test Date and Time.**
   - Choose the date and time when the rest of the class is scheduled to take the test.
   - Choose the duration of the test for the rest of the class. **Do not** include your extended time here. That will be calculated for you.
NOTE: When entering test duration, enter the number of minutes **directly**. **Do not use the slider.** It is not possible to select a 50-minute class with the slider.

8. **Confirm Instructor Information.**
   - **Do not** change anything here.
   - Click “Next.”

9. **Choose accommodations.**
   - Select the accommodations that apply to the test you are scheduling and that you wish to use during this test.
10. Select date and time of test.
   - The date and time of your test at ODS will be displayed.
   - Click “Next.”
   - If no space is available, click “Cancel” and e-mail your test details to odstesting@ua.edu to book your test manually. Tests cannot be booked over the phone.

11. Confirm and complete.
   - Review the test information. If everything is correct, check the acknowledgment at the bottom of the screen.
• Then, click “Finish.”
• If you need to make changes, use the “Previous” button to back up.
• **NOTE:** Your test booking will **not** be submitted until you click “Finish.”

12. After submitting your test booking, you will receive the confirmation below.
   • If you are finished scheduling tests, close your browser.
   • If you wish to book another test, click “Schedule another test.”