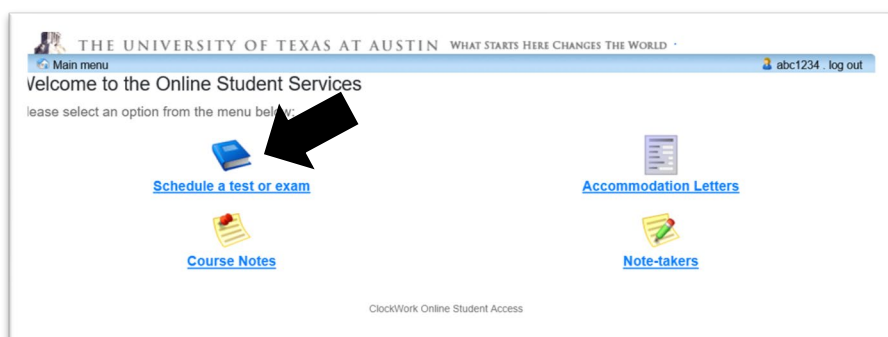


Student Portal: Testing Module Guide

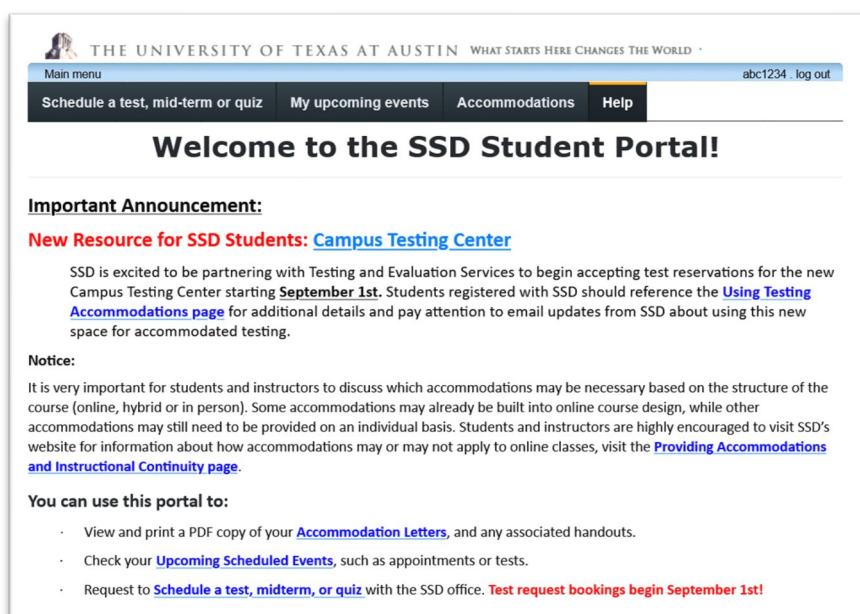
Students should discuss Accommodation Letters with each instructor at the beginning of the semester to determine which accommodations are needed and how they will be provided. Students and instructors should discuss which testing accommodation option will be used: testing accommodations provided by instructor, use of departmental testing space, or reserving space at the new Campus Testing Center or in the SSD Assistive and Education Technology Center.

Students only need to use the SSD Testing Module if they will be testing in the Campus Testing Center or in the SSD ATEC Lab. Students taking tests directly with instructors or within departmental testing spaces do not need to go through the Testing Module reservation system.

- 1) On the **Welcome to the Online Student Services** page, click on the **Schedule a test or exam** module to request a test with the Campus Testing Center.



- 2) Scroll down to read the information on the **Welcome to the SSD Student portal** page.



Students should have already confirmed with their instructors that they need to test in the CTC or SSD ATEC Lab. **If students have not had this conversation, they should stop here and talk with their instructors before submitting a test request.**

Student and Instructor Testing Accommodation Discussion:

1. Students should discuss Accommodation Letters with each instructor at the beginning of the semester to determine which accommodations are needed and how they will be provided.
2. Determine which testing accommodation option will be used: testing accommodations provided by instructor, use of departmental testing space, or reserving space at the new Campus Testing Center or in the SSD Assistive Technology Center.
3. Students should remind instructors about testing accommodations at least five days before the test.
4. Confirm that student and instructor are in agreement about the arrangements that have been made. If there is any concern by either party about the arrangements or accommodations, contact your Disability Services Coordinator for guidance.

For ongoing updates please check the [Using Testing Accommodations page](#).

Test Booking Module Info:

SSD is excited to be partnering with Testing and Evaluation Services to pilot a new [Campus Testing Center](#) starting **September 1st**. Students registered with SSD should reference the [Using Testing Accommodations page](#) for additional details and pay attention to email updates from SSD about using this new space for accommodated testing.

- 1) **Standard test request procedures:** All test requests from students for the Fall semester must be made 10 business days (2 weeks) prior to the test date in the SSD Student Portal. Instructors must confirm student test requests 5 business days (1 week) prior to the scheduled test date in the SSD Instructor Portal.

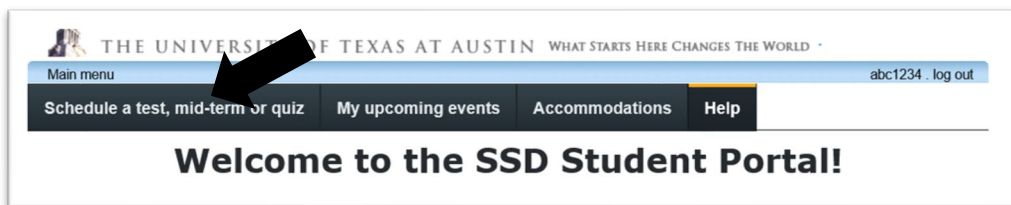
****At the beginning of the Fall 2021 semester, students will be able to submit test requests 7 business days (1 week) prior to the requested test date and instructors will need to confirm tests 3 business days prior to the test date. Starting September 25th, students must follow standard test request procedures.**

- 2) After a student requests a test time, an email containing the next steps for confirmation will be sent to the student and the instructor.
- 3) Instructors will need to confirm a student's test request through the SSD Instructor Portal no later than 5 business days (1 week) prior to the test date.
- 4) Instructors must submit tests to CTC via email (campustesting@utlists.utexas.edu) at least 24 hours before the exam.
- 5) Students testing at the CTC or ATEC Lab are expected to uphold UT's dedication to [academic integrity](#) by following the [Student Honor Code](#). Students found in violation of the UT Honor Code will be referred to the office of [Student Conduct and Academic Integrity](#) for investigation and potential disciplinary action.

Please check the SSD webpage for ongoing [updates regarding testing accommodations](#).

ClickWork Online Student Access

- 3) Navigate to the top of the page and click on the **Schedule a test, mid-term or quiz** tab.



4) Once the instructor and student have confirmed the test request date/times the student should navigate to the **Online Test Request Module**, scroll to the bottom of the page, and click on the **next** button to start the test request process.

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WHAT STARTS HERE CHANGES THE WORLD

abc1234 log out

Instruction Page:

1. Select course;

2. SSD test date and time;

3. Choose accommodations to be used;

4. Select test time;

5. Confirm and complete;

Online Test Request Module

Important Announcement:

New Resource for SSD Students: Campus Testing Center

SSD is excited to be partnering with Testing and Evaluation Services to begin accepting test reservations for the new Campus Testing Center starting September 1st.

Notice:

It is very important for students and instructors to discuss which accommodations may be necessary based on the structure of the course (online, hybrid or in person). Some accommodations may already be built into online course design, while other accommodations may still need to be provided on an individual basis. Students and instructors are highly encouraged to visit SSD's website for information about how accommodations may or may not apply to online classes, visit the [Providing Accommodations and Instructional Continuity page](#).

Welcome to the Online Test Request Module. This module will guide you through the process of requesting your test with the [Campus Testing Center](#) (CTC).

Important Message: You should schedule your test with the CTC if your instructor is not able to provide your testing accommodations. Please discuss with your instructor about your testing accommodations **before** scheduling your test at the CTC. For more information about using your testing accommodations please visit our website, [Using Accommodations Page](#).

Test Booking Module Info:

SSD is excited to be partnering with Testing and Evaluation Services to pilot a new Campus Testing Center starting September 1st. Students registered with SSD should reference the [Using Testing Accommodations page](#) for additional details and pay attention to email updates from SSD about using this new space for accommodated testing.

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3) Instructors will need to confirm a student's test request through the SSD Instructor Portal no later than 5 business days (1 week) prior to the test date.

4) Instructors must submit tests to CTC via email (campustesting@utlists.utexas.edu) at least 24 hours before the exam.

5) Students testing at the CTC or ATEC Lab are expected to uphold UT's dedication to [academic integrity](#) by following the [Student Honor Code](#). Students found in violation of the UT Honor Code will be referred to the office of [Student Conduct and Academic Integrity](#) for investigation and potential disciplinary action.

Please check the SSD webpage for ongoing [updates regarding testing accommodations](#).

Test Locations:

NEW to UT: Campus Testing Center

Starting fall 2021 Testing & Evaluation Services is collaborating with Services for Students with Disabilities (SSD) to pilot a centralized Campus Testing Center for in-person accommodated tests.

Location: George I. Sanchez Building (S2B 5th floor, suite 5.102)

Testing Hours: 8:30 am to 4:30 pm, Monday-Friday

SSD ATEC Lab: Scheduling Tests with Adaptive Equipment

Students testing with adaptive equipment will be taking their tests in the Assistive and Technology Education Center located in the SSD office (SSB 4.206).

**Students and instructors will follow the same procedures as making a reservation with the Campus Testing Center.

Location: SSD ATEC LAB, Student Services Building (SSB 4th floor, room 4.206)

Hours: 8:30 am to 4:30 pm, Monday-Friday

Click the 'Next' button below to get started. You may leave this module at any time by clicking the 'Cancel' button at the bottom of each page.

Next

Cancel

- 5) In the Select Courses section students should choose the course they are scheduling the test for and click on **next**. (If a course is not listed, it means the student has not received an Accommodation Letter for that course and therefore cannot use accommodations for that course. (See the Using Accommodations page for instructions on requesting Accommodation Letters: <https://diversity.utexas.edu/disability/using-accommodations/>).

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Main menu abc1234 . log out

[Instruction Page:](#)

1. Select course:

Please select the course you would like to schedule a test for from the list below.

[Course Info](#)

Course:

SSD Portal 101 10001

NOTICE: All test requests must be scheduled a minimum of 10 business days (2 week). If you need assistance, please contact your Disabilities Services Coordinator.

Previous **Next** Cancel

ClockWork Online Student Access

- 6) Navigate to the date of class test and enter the agreed upon date and time. **Class test duration** is the time the class is allotted to take the test (accommodated time will be calculated later). At the bottom of the page click **next** to enter accommodations.

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[Instruction Page:](#)

2. SSD test date and time:

Please specify the time the test is taking place. Enter class duration in minutes. The Campus Testing Center is only open for testing from 8:30 AM- 4:30 PM Monday-Friday. Tests taking place outside these hours will need to be accommodated by the instructor.

The date and time of tests should have been discussed and confirmed with the instructor before scheduling.

Specify a date and time

Date of class test:

2/14/2022

Time of class test:

11:00 AM

Class test duration:

1 (hours) 15 (minutes)

Previous **Next** Cancel

ClockWork Online Student Access

- 7) In the Choose Accommodations to be used section click on the accommodations the student would like to use for the test. Click **next** to continue to confirm the test time.

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[Instruction Page:](#)

[1. Select course:](#)

[2. SSD test date and time:](#)

3. Choose accommodations to be used:

Listed below are the testing accommodation(s) that have been approved for you. Please check off the accommodation(s) that you will use for this test.

Available accommodations

NOTE: Only choose accommodations you will need for this specific test.

- ☒ Test location in a reduced distraction environment
- ☐ Test location with access to a computer for essay exams
- ☒ Test location with access to adaptive equipment
- ☒ Twice the allotted time for any timed activity such as taking tests and completing work in class unless speed is the factor being tested
- ☐ Use of dictionary or electronic spell check device except when spelling is the skill being tested. Student is responsible for providing this device.

Previous **Next** Cancel

ClockWork Online Student Access

- 8) Choose the agreed upon test time and click **next** to confirm the test request.

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[Instruction Page:](#)

[1. Select course:](#)

[2. SSD test date and time:](#)

[3. Choose accommodations to be used:](#)

4. Select test time:

Please select a date and time from the list of available dates and times below. If none of the date/times in the list below will work for you then please contact us to see if alternate arrangements can be made. We can be reached at (ask for assistance with test booking).

Available dates & times

Please select the date and time that you have discussed with your instructor

If you are unable to find a time within our testing hours (8:30 am-4:30 pm Monday-Friday) please discuss with your instructor alternate options or if they can provide your accommodations.

- ☒ Monday February 14 . 11:00 AM to 1:30 PM
- ☐ Monday February 14 . 11:15 AM to 1:45 PM
- ☐ Monday February 14 . 10:45 AM to 1:15 PM
- ☐ Monday February 14 . 11:30 AM to 2:00 PM
- ☐ Monday February 14 . 10:30 AM to 1:00 PM

A spot was found for you to take your exam; please click the 'Next' button below to continue scheduling your test.

Previous **Next** Cancel

ClockWork Online Student Access

- 9) Review the test request and confirm all information is accurate. Before submitting the test request, read the policy statement, and click the check box in acknowledgement in order to submit the test request. The test request will not be submitted until the student has clicked on the **Submit Testing Request** button.

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Main menu

[Instruction Page:](#)

[1. Select course:](#)

[2. SSD test date and time:](#)

[3. Choose accommodations to be used:](#)

[4. Select test time:](#)

5. Confirm and complete:

Please review the information below.

Please review the information below to ensure accuracy. Your test reservation will not be confirmed until you have provided us with confirmation from your instructor.

Your tentative test information

Tentative test date and time
Mon Feb 14, 2022 . 11:00 AM to 11:45 AM (45 m)
Course information
SSD Portal 101 10001

Class test date / time
Mon Feb 14, 2022 11:00 AM (45 m)
*** Note: this is not your accommodated writing time**

Accommodations required

Test location in a reduced distraction environment
Test location with access to adaptive equipment

I am submitting a request to test at the CTC because my instructor is unable to accommodate me. I understand my test request will not be confirmed until the instructor confirms the test before the 1 week confirmation deadline. By submitting this request I agree to uphold the UT Honor Code while testing with the CTC. ☒

Previous **Submit Testing Request** Cancel

ClockWork Online Student Access

- 10) Students' next step is to remind the instructor to confirm the test request in the SSD Instructor Portal before the 5 business (1 week) confirmation deadline.

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Main menu

[Schedule a test, mid-term or quiz](#) [My upcoming events](#) [Accommodations](#) [Help](#)

Your request still requires instructor confirmation before the Campus Testing Center (CTC) can book your reservation.
You and your instructor have received an email with next steps. Please remind your instructor to confirm your request via the Instructor Portal using the Instructor online confirmation system.


Students testing at the Campus Testing Center (CTC) or within the ATEC Lab are expected to uphold UT's dedication to [academic integrity](#) by following the [Student Honor Code](#). Students found in violation of the UT Honor Code while testing at the CTC or ATEC Lab will be referred to the office of [Student Conduct and Academic Integrity](#) for investigation and potential disciplinary action.

[Schedule another test](#)

ClockWork Online Student Access

Cancel or view testing requests on the **My upcoming events** page:

To cancel a test request, navigate to the event listing table and go to the options column. In the options column students can cancel test requests. If a student is unable to cancel their test request, email campustesting@utlists.utexas.edu.

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Main menu

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Schedule a test, mid-term or quiz

My upcoming events

Accommodations

Help

My upcoming events

Announcement:

New Resource for SSD Students: Campus Testing Center

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Check the status of your upcoming tests:

Booked:

You're all set! You will get a reminder email 2 days before the test date.

Tentative:

The Campus Testing Center (CTC) has not received confirmation from your instructor via the Instructor Portal. You should contact your instructor before the 5-business day confirmation deadline.

Without confirmation through the Instructor Portal, the CTC will not be able to proctor the test on behalf of the instructor and your request will be canceled.

Cancellations:

If you will no longer need your requested test time, please cancel the request using the 'Cancel' button. Note: Canceling a request will delete the request from your list.

Questions regarding CTC test requests contact: campustesting@utlists.utexas.edu

Your event listing

| Details | Date / time | Location | Status | Options |
|-------------------------------------|--|------------------------------------|-----------|---------|
| Exam SSD Portal Course 101 10101 | Wed. September 1 8:30 AM to 10:30 AM | Campus Testing Center in SZB 5.102 | Booked | Cancel |
| Exam SSD Portal 101 10001 | Thu. September 2 9:00 AM to 10:00 AM | ATEC Lab in SSD Office | Booked | Cancel |
| Exam SSD Portal 101 10001 | Mon. February 14 10:00 AM to 12:00 PM | to be determined | Tentative | Cancel |

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