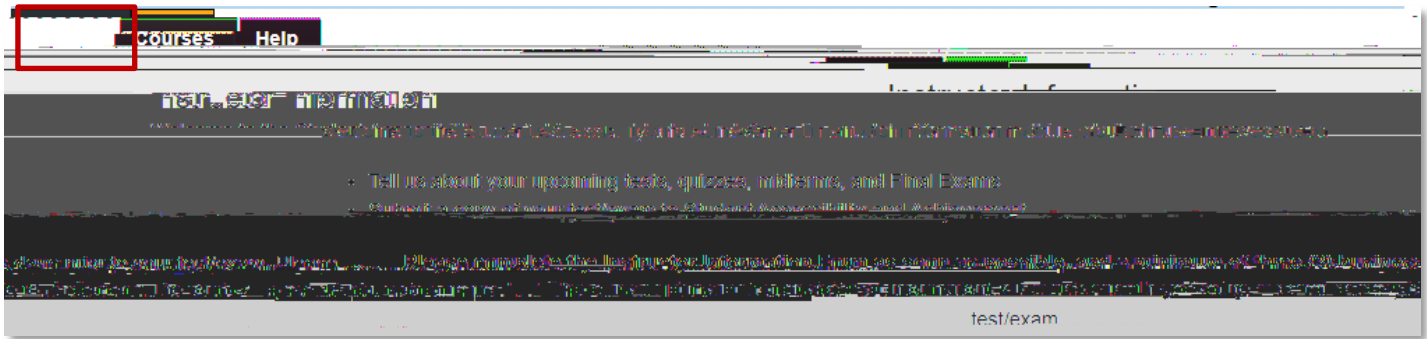


Instructor: How-To Upload Test Information and Exam Copy

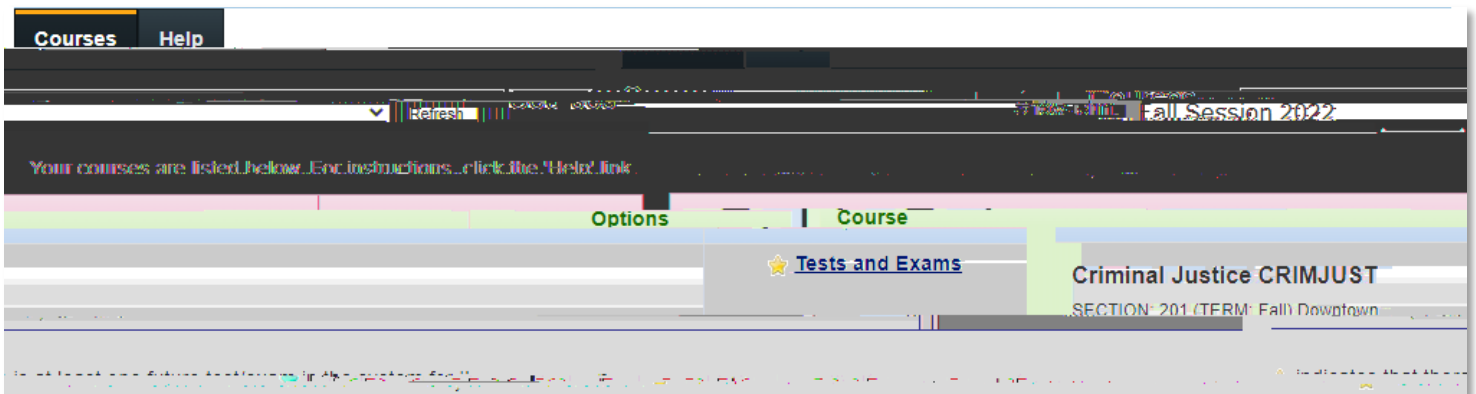
When you have scheduled an exam and have the **Test Instructions** and a **Digital Copy** of the **Exam**, access ClockWork by clicking the link: <https://students.accessibility.mcgill.ca/ClockWork/user/instructor/default.aspx>.

The **Test Instructions** and **Digital Copy** of the **Exam** are available in the **Test Instructions** and **Exam Copy** sections of the **Test/Exam** page.



II. Tests and Exams

Clicking **Schedule a Test or Exam** will open the **Courses** module. All of the courses you are instructing will appear.



If necessary, use the **Show Term Dropdown Menu**

Instructor: How-To Upload Test Information and Exam Copy

II. Tests and Exams

If a student has already created the test, it will appear in the list. Identify the **Date and Time** of the test, and click the **Confirm/Edit** button.

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
Test	October 21 Friday (2022)	8:00 AM (45-60 minutes) <small>Last modified: 2022-09-21</small>	No		Confirm/Edit

The Test/Exam Information Wizard

