Learning Support Services (LSS) provides test proctoring services when professors are unable to provide all required testing accommodations for a student. Quizzes, tests, and final exams must be booked at least 3 business days in advance to take a test with LSS.

**CONFIRMING TEST REQUESTS:**

1. Once you receive an email notification that a student has booked a test with LSS, follow the link in the email or go to the ClockWork section of the LSS website to log into ClockWork for Professors.
2. Under Options, select Tests and Exams. The yellow star indicates that there is at least one future test/exam in the system for your course.
3. Scheduled tests for this course should be listed displaying the following information:
   - **Type.** Test or Final Exam.
   - **Date of test.** The date on which you are administering the test to the class, e.g. Sept 24 (Monday) 2018
   - **Class test time.** The start time and length of the original test, e.g. 1 p.m. (1 hr. 15 minutes)
   - **Previously confirmed.** Indicates if the professor has confirmed the date of the test.
   - **Submitted file.** Indicates if the professor has submitted the test to LSS.
   - **Action.**
     - **Test details.** Confirm original test start and end times. ClockWork will calculate and apply approved time extensions.
     - **Students.** View list of students currently scheduled to take this test with LSS. Date and time indicate when the student has booked a seat in LSS. Tests will be taken during the class date and time if the student’s schedule permits. LSS proctoring times may also impact scheduling.
     - **Test information.** Professor fills out information about the test, allowable materials (Please be specific!) and what should be done with the finished exam.
     - **Submit changes.** Confirm test details and upload the test. Paper copies may be delivered to the LSS office, located in Falvey 212.

**IMPORTANT THINGS TO REMEMBER**

- Students are expected to communicate with their professors prior to scheduling exams. Many professors can accommodate students without involving LSS test proctoring.
- It is the student’s responsibility to schedule a test with LSS. Professors cannot schedule LSS test proctoring for their students.
- LSS has limited seats for test proctoring. Tests are booked on a first-come, first-served basis.
- Students may review their scheduled test or final exam bookings on the My upcoming events tab in ClockWork.
- All LSS proctoring requests are scheduled through Clockwork. Other inquiries for the Test Proctoring Coordinator may be sent to proctoring@villanova.edu. This email account is monitored during regular business hours (M–F, 9 a.m.–5 p.m.).

For more information visit learningsupportservices.villanova.edu/clockwork