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.

### SCHEDULING A PROCTORED TEST WITH LSS:

1. **Go to the ClockWork section of the LSS website to log into ClockWork for Students and select the Schedule a test or exam link.**

2. Select the **Schedule a test, mid-term, or quiz tab.**

3. **Select course.** Choose the appropriate course from the drop-down menu.

4. **Class Date and time.** Enter when the class is taking the test and how long the class will get to take the test. 
   
   **NOTE:** Due to conflicts, students may need to take tests at a different time than the class. You will have the opportunity to enter this information.

5. **Confirm professor info.** Make sure professor information is correct.

6. **Choose accommodations.** Your approved testing accommodations will appear. Check off the accommodations you would like to use for this test. Any accommodations that remain unchecked will not be allowed during the test.

7. **Select your test time.** A date and time that works with your class schedule and our proctoring availability will appear. Tests are to be taken during class date and time if student schedule permits. Note: LSS proctoring times may impact scheduling. If none of the times in the list will work for you, please make alternate arrangements.

8. **Confirm and complete.** Student will receive an email confirmation and professor will be notified of the booking.

### IMPORTANT THINGS TO REMEMBER

- Students must communicate with their professors prior to scheduling tests. Many professors can accommodate students without involving LSS test proctoring.

- LSS has limited seats for test proctoring. Tests are booked on a first-come, first-served basis due to a limited number of available seats.

- **All LSS proctoring requests are scheduled through Clockwork.** Other communication with the Test Proctoring Coordinator can be emailed to proctoring@villanova.edu. This email account is monitored during regular business hours (M–F, 9 a.m.–5 p.m.).

- If there are no dates and times available that work with your schedule, call the Test Proctoring Coordinator at 610-519-5641 or email to proctoring@villanova.edu or stop by the LSS office (Falvey 212) to see if other arrangements can be made.

- Students can check test or final exam bookings by clicking on the **My upcoming events tab in ClockWork.**

For more information visit learningsupportservices.villanova.edu/clockwork.