

# ClockWork Configuration: Test Booking

## Asset listing

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Assets are special equipment, software, or any other thing that is available to one seat/room, and not in all seats/rooms. Please provide a list of assets:

- Computer
- Wheelchair accessible table
- Private room
- Jaws
- Kurzweil
- Dragon
- ZoomText
- CCTV

## Rooms / seats

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Please provide a list of room/seats that you have available for test bookings. Please indicate which assets are available in each room/seat:

- List rooms/seats

## Message to students on test booking home page

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Please provide the home page message to students when they book a test online:

### Student Test-Booking and Accommodations

Welcome to the Student Test-Booking and Accommodations website. You can use this website to:

- Book a test, mid-term or quiz
- Book a final exam
- Check your upcoming scheduled appointments, tests and exams
- View your accommodations that have been assigned by your advisor
- Print out a pdf copy of your accommodations letter

Please click the [Book a test, mid-term or quiz](#) link in the menu to the left in order to book a test, or choose the menu option that you would like to use. You will be asked to login using your school login account.

## [Message to students on test booking home page](#)

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This message is the welcome page for the wizard when the students are booking a test online.

### **Online Test Booking**

Welcome to the Online Test Booking wizard. This wizard will guide you through the process of booking your test with us. You may abort this process at any time by clicking the 'Cancel' button at the bottom of each page.

Please be aware that your instructor will receive an email notification with the details of your test booking.

You will need to have the following information handy in order to successfully book your test:

1. The name of the course you want to book a test for, and the instructor's name and email address
2. The date, start time and duration of the test the class will be writing
3. You must be booking your test a minimum of seven (7) days before the class is writing

Click the 'Next' button below to get started.

## [Message to students on exam booking home page](#)

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This message is the welcome page for the wizard when the students are booking an exam online.

### Online Final Exam Booking

Welcome to the Online Final Exam Booking wizard. This wizard will guide you through the process of booking your final exam with us. You may abort this process at any time by clicking the 'Cancel' button at the bottom of each page.

Please be aware that your instructor will receive an email notification with the details of your exam booking.

You will need to have the following information handy in order to successfully book your test:

1. The name of the course you want to book a test for, and the instructor's name and email address
2. The date, start time and duration of the test the class will be writing
3. You must be booking your exam a minimum of seven (7) days before the class is writing

Click the 'Next' button below to get started.

## Confirmation email to student for test booking

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This email gets automatically sent to the student each time they book a test online.

From:

To: #<studentemail>#

Subject: Confirmation of your test booking request

Hello #<firstname>#,

You have successfully submitted your test booking request:

#<testdateandtimeandcourse>#

If you have any questions, or need to cancel or reschedule your test, please contact us.

## Confirmation email to student for exam booking

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This email gets automatically sent to the student each time they book an exam online.

From:

To: #<studentemail>#

Subject: Confirmation of your exam booking

Hello #<firstname>#,

You have successfully booked your exam booking:

#<examdateandtimeandcourse>#

If you have any questions, or need to cancel or reschedule your exam, please contact us.

## Automatic email to instructor for test booking

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The student will receive this email a week before the test is taking place. They will receive one email for each course they are teaching, so multiple students will appear on a single email.

From:

To: #<instructoremail>#

Subject: Test booking notification for #<course>#

Hello #<instructor>#,

This is an automatic email to notify you of an upcoming test booking. The following student(s) have registered to write their test for your course with us:

#<studentnamesandtimes>#

Please visit our website to provide information about your test, including a copy of the test:

#<instructorurl>#

If you have any questions, or need to cancel or reschedule your test, please contact us.