Exam Proctoring

ClockWork
Faculty Portal Tutorial

Version 1.0
What is ClockWork?

ClockWork is the online database management system used by the UCLA Center for Accessible Education (CAE). The Faculty Portal allows faculty members to upload exams directly to the portal, view accommodation letters, and provide exam information – all in one convenient place.
How to Access the Faculty Portal

Visit the CAE home page: www.cae.ucla.edu

Click **FACULTY PORTAL**. Log in using your UCLA logon and password
Shows all courses you teach and scheduled tests/quizzes

Accommodation letters for all students organized by class

Instructor Information

Welcome to the Instructor Information website. You can use this website to:

- View accommodations that have been assigned to your students
- Tell us about your upcoming mid-terms, tests or quizzes

Please click the courses link in the menu in order to get started. You will be asked to login using your school login account.
If you click on "Courses," you can view your list of courses here.

Accommodation letters and exams are listed here. Click to view letters. You will also confirm receipt after viewing.
All classes you teach will be listed here

Click on “Tests and Exams” to view student proctoring requests for this class
Scheduled tests and examinations for:

CAE 0002 section 001 (171): AULETTA, GEORGE P (2017 Jun 14 to Sep 12)

Your scheduled accommodated examinations for this course are listed below. Please select the Update link for the test you are providing information or materials for.

Tell us about an upcoming test

Date of test: [ ] Add this test

Tests and exams:

<table>
<thead>
<tr>
<th>Type</th>
<th>Date of test</th>
<th>Class test time</th>
<th>Previously confirmed</th>
<th>Submitted file</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>June 30 Friday (2017)</td>
<td>1:00 PM (60 minutes)</td>
<td>No</td>
<td>Passed cutoff - please call or email</td>
</tr>
<tr>
<td>Test</td>
<td>June 23 Friday (2017)</td>
<td>1:00 PM (60 minutes)</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

Click here to:
1. Confirm the time and date of test
2. Upload your test
3. Provide information about the test

Click here to tell us about a new test.
Confirm the time and date of test on this page

Please select the class test time, not the time the accommodated student will take the exam.
This list will show you which students have made a request to take a test at the proctoring center.

FAQ: What if it’s the day before the test and a student hasn’t signed up? If students do not sign up on time, they may not be able to receive accommodations.

Best Practice: Use a syllabus statement to remind your students to request proctoring at least two weeks before midterms and three weeks before finals.
Please contact me via cell phone at (310) 555-1212 or email janedoe@ucla.edu

Materials permitted for the test
- Open notes
- Select notes allowed:
  - Note card (3 X 5, front only)
  - Note card (3 X 5, both sides)
- Note sheet (8.5 X 11, front only)
- Note sheet (8.5 X 11, both sides)
- Open book
- Blue book
- Scantron
- E-Book device
- Laptop
- Paper Dictionary
- Translation Dictionary
- Select a calculator:
  - Simple calculator
  - Graphing calculator (TI 83-84)
  - Scientific calculator
- Other materials/info?
Provide exam delivery/return information here
1) Confirm test details

2) Upload your exam

3) Click “Submit Changes” & you’re done!

Best Practice: Upload your exam at least 5 days in advance.
Need to upload an additional file? Click “Back to test listing”. This will return you to the test/exam list for the selected course.

Click “Review file” to upload additional files.
FAQs

How will I know which students have made a request for proctoring?

Instructors can log into ClockWork at any time (even before a student makes a request) to view up-to-date student requests, and to provide the Proctoring Center with your exam dates. If a student(s) has requested proctoring, you will receive a reminder email asking you to log into ClockWork and provide exam details (if you haven’t already done so).

What if I don’t want to upload my exam to the ClockWork Faculty Portal?

Bring it to the Proctoring Center at least 5 days in advance. Due to the high volume of exams we proctor, we can no longer pick up exams.

What if I email the exam to the Proctoring Center?

Emailed exams are currently not supported. Please use the Faculty Portal or hand deliver the exam.

Multiple students in my course are taking an exam with CAE. Will I receive an email every single time one of my students requests proctoring?

No. Please log into ClockWork to view a list of students who have requested proctoring. For your convenience, ClockWork will send reminder emails if you haven’t provided the exam & exam details.

What if I want to provide the accommodation myself?

There is no need to upload your exam. Simply log on to the Faculty Portal to view the student’s accommodation letter and communicate directly with the student to arrange testing to ensure they receive all mandated accommodations.
Questions?

CAE Proctoring Center
A242 Murphy Hall
310.825.2651
CAEproctoring@saonet.ucla.edu
www.cae.ucla.edu