What is the Faculty Portal?

The Faculty Portal is the online data base used by the UCLA Center for Accessible Education (CAE) to collaborate with professors to provide exam accommodations to disabled students.

The Faculty Portal allows faculty members to view accommodation letters, provide information on upcoming exams, and upload exams directly to the Portal.
How to Access the Faculty Portal

Visit the CAE home page: [www.cae.ucla.edu](http://www.cae.ucla.edu)

Click Faculty Portal. Log in using your UCLA logon and password
Welcome to the CAE Faculty Portal for ClockWork

This website will allow you to:

- View courses
- Confirm dates and times of exams
- View students who have requested accommodations
- View individual student Accommodation Letters
- Provide exam/test information
- Upload exams and any attachments, to a secure server with encryption

Please note that reminders are automatically sent until the exam is uploaded.

Please be aware this information is entered by students, and may need to be corrected, by the professor.

Please click the Courses link above to get started. You will be asked to login using your UCLA login account.
Accommodation Letters

Accommodation letters for your students that are currently available are listed below. The 'Your confirmation' column lists the date that you confirmed receipt of the accommodation letter; blank entries mean that you have not yet confirmed receipt for that letter. To view a list of student letters by course, click the 'Courses' link above.

<table>
<thead>
<tr>
<th>Course</th>
<th>Student</th>
<th>Date letter available</th>
<th>Your confirmation</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAE 0181 section 001 (181)</td>
<td>STUDENT AA</td>
<td>Jun 26, 2018</td>
<td></td>
<td>View letter</td>
</tr>
<tr>
<td>CAE 024 01 section 01 (2018 Spring) UCLA</td>
<td>STUDENT AA</td>
<td>Apr 13, 2018</td>
<td>May 1, 2018</td>
<td>View letter</td>
</tr>
</tbody>
</table>

Click “View Letter” to view Accommodation Letters.
All courses you teach

Click on “Test and Exams” to view student proctoring requests for this class

The gold star indicates that at least one student has requested accommodations
Exam requests for this course are listed below. Please click the "Confirm/Edit" button to view students, edit test information and upload exams. If no students are listed, it may mean that a student made a request and then cancelled.

If this is a "Take Home Test" or if the test is not scheduled for this date, please contact CAE at CAEproctor@saonet.ucla.edu or (310) 825-2651.

### 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>
<th>Confirm/Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>September 5, Wednesday (2018)</td>
<td>9:00 AM (60 minutes)</td>
<td>No</td>
<td>No</td>
<td>Confirm/Edit</td>
</tr>
<tr>
<td>Test</td>
<td>August 30, Thursday (2018)</td>
<td>9:00 AM (60 minutes)</td>
<td>No</td>
<td>No</td>
<td>Confirm/Edit</td>
</tr>
</tbody>
</table>

Click here to:
1. Confirm the date & time of the exam
2. Upload exams
3. Provide information about the test
Confirm the time and date of the test
Please use the icons to make changes. Do not type it in.

Please select the class time, not the accommodated time. The system will automatically calculate the correct time.
This list indicates which students have requested exam accommodations.

- If students have not requested accommodations in a timely manner, professors may provide the accommodations, or the student can contact CAE to see if there is room on the schedule.
- Students are asked to request accommodations 2 weeks prior to their exams.
3. Test Information for CAE 0181 sect. 001 (181)

If you are able to provide the accommodations please call (310) 825-2651 or email CAEproctor@sao.net.ucla.edu, and we will cancel the appropriate exams/students.

Please indicate how you or your TA can be reached during this test/exam.

(REQUIRED)

Contact Info:
123-456-7890

Exam Delivery Info (At least 1 business day prior to exam)

Preferred: Exam will be uploaded to ClockWork.
CAE will print uploaded exams in black and white. If color copies are necessary, please check box below.

Color Printing Required for this exam

Instructor or TA will deliver exam to CAE Proctoring Center - Murphy Hall A242 M-F 8-5
Online Exam

Exam Type

- Old Scantron (provided by CAE)
- Other Scantron (provided by Professor)
- Other Scantron (provided by Student)
- Blue Book
- Answer directly on exam
Materials permitted for the test. Please be specific.

- Personal laptop allowed: [ ] Yes [ ] No
- Scratch Paper Allowed: [ ] Yes [ ] No
- Open Book: [ ] Yes [ ] No
- Notes Allowed: [ ] Yes [ ] No

**Note Type**
- Handwritten Notes
- Typed Notes

Select notes allowed:
- Note card (3 x 5, front only)
- Note sheet (8.5 x 11, front only)
- Note card (3 x 5, both sides)
- Note sheet (8.5 x 11, both sides)

Number of note pages allowed: [ ]

Calculator: [ ] Yes [ ] No

Select a calculator:
- Simple calculator
- Graphing calculator
- Scientific calculator

Anything else you would like us to know about this exam: [ ]

Provide exam return information. If we are delivering to the department, please specify the room number.
Please review the information below and click the 'Submit changes' button at the bottom of this form to submit your changes. If you have any questions or concerns please do not hesitate to contact CAE at CAEproctor@saonet.ucla.edu or (310) 825-2651. Instructions for the instructor, at the top of the student list:

**Test details**

CAE 0181 sect. 001 (181)
Tue September 11, 2018, 2:45 PM - 4:45 PM

**Test information**

<table>
<thead>
<tr>
<th>Contact Info</th>
<th>123-456-7890</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred: Exam will be uploaded to ClockWork</td>
<td>yes</td>
</tr>
<tr>
<td>OID Scantron (provided by CAE)</td>
<td>yes</td>
</tr>
<tr>
<td>Personal laptop allowed</td>
<td>No</td>
</tr>
<tr>
<td>Scratch Paper Allowed</td>
<td>No</td>
</tr>
<tr>
<td>Open Book</td>
<td>No</td>
</tr>
<tr>
<td>Notes Allowed</td>
<td>No</td>
</tr>
</tbody>
</table>
Calculato r

Select a calculated

Preferred: Instructor or TA will pick-up Exam from CAE Proctoring Center (Murphy Hall A242 M-F 8-5)

File upload

Note: If you are not able to upload a digital copy of the exam here, a paper copy of the exams, booklets and/or scantron sheets (for each student registered in your course) must be delivered to the CAE Proctoring Center in advance of your scheduled test or exam at least one business day in advance.

If you have multiple files for this exam it would be best to place all files in a ZIP and upload as a single file. All MP3s must be uploaded in a ZIP file.

To add multiple attachments without ZIP please follow these steps:
1. Submit changes
2. Back to Test Listing
3. Review File
4. Upload Next File

Select test/exam file to submit: select

Please note that you must click the Submit changes button at the bottom of this page to confirm your test information and upload exam.

Please print a copy for your records.

If you discover a typo or need to upload a new version, please delete the original document, and upload the corrected document. Please contact CAE, in case we have already printed the original document.
Test / Exam submission complete

Thank you for submitting your test / exam.
FAQ’s

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

Instructors will receive an email notifying you that students have requested accommodations, and to log into the Faculty Portal. You can then view accommodation letters, verify the exam date and time, provide testing information and upload the exam.

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

You may bring it to the CAE Proctoring Center at Murphy A-242. Please deliver the day before the scheduled exam.

Due to the high volume of exams that we proctor, we no longer pick up exams.

What if I want to provide the accommodations myself?

Please email the CAE Proctoring Center at caeproctor@saonet.ucla.edu, and we will remove the student from the CAE schedule. Thank you for providing the accommodation.

What if I have a new version or a correction on an exam I’ve already uploaded?

You can delete the previous version and upload a new one, however, it is imperative that you contact the CAE Proctoring Center at caeproctor@saonet.ucla.edu, and let us know, just in

What should I do if I need to change the date of an exam?

Please do not change the date on the Faculty Portal. Please call the CAE Proctoring Center and we’ll see if we have capacity on the new date.

How should I change the time or duration of the exam?

You can change this in the Faculty Portal. The CAE staff are alerted to any changes through the portal and can adjust student stop and start times accordingly.