CLOCKWORK
CONFIRMING TEST REQUESTS

VILLANOVA UNIVERSITY

Learning Support Services (LSS) oversees both the Falvey Test Center and the Tolentine Test Center. The Office for Access & Disability Services (ADS) oversees the ADS Test Center. Students with testing accommodations can schedule a test with the Falvey or ADS Test Center, depending on where they are registered when professors are **unable to provide all required testing accommodations** for a student. Students who miss a class due to illness, NCAA competition, or other concerns are able to reschedule their tests or quizzes in the Tolentine Test Center with their professor's permission. All quizzes, tests, and final exams must be booked at least three business days in advance for a student to take a test in these Test Centers.

The Falvey, ADS, and Tolentine Test Centers operate separate testing services. **Please make sure you are sending the test to and communicating with the correct office.** This should be clear from the original test booking confirmation email you'll receive.

Falvey Test Center Hours:	**Tolentine Test Center Hours:**	**ADS Test Center Hours:**
Monday-Friday, 9 a.m.–5 p.m.	Monday, Wednesday, Friday, 9 a.m.-5 p.m. Tuesday, Thursday, 11 a.m.–7 p.m.	Monday-Friday, 9 a.m.–4:30 p.m.

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1. Once you receive an email notification that a student has booked a test with the Falvey, ADS, or Tolentine Test Center follow the link in the email or go to ***ClockWork: Professors Login*** through **myNOVA**.
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.
   - **Date of test.** The date on which you are administering the test to the class, e.g., Sept 26 (Monday) 2022.
   - **Class test time.** The start time and length of the original test, e.g., 1 p.m. (50 minutes).
   - **Previously confirmed.** Indicates if the professor has confirmed the date of the test.
   - **Submitted file.** Indicates if the professor has submitted the Falvey, ADS, or Tolentine Test Center.
   - **Action.** Gives the professor the opportunity to confirm/edit the test request. Professors will need to complete the following steps to ensure that their students are able to take their test with the Falvey, ADS, or Tolentine Test Center.
     - **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 the Falvey, ADS, or Tolentine Test Center. *(Please review the original test confirmation email to determine where each student will be taking the test. Students taking the same test may take it in different test centers.)* Date and time indicate when the student has booked a seat in the Falvey, ADS, or Tolentine Test Center. Tests will be taken during the class date and time if the student's schedule permits. The Falvey, ADS, or Tolentine Test Center 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. *If you upload a copy of your test to ClockWork, it will be accessible by all test centers.* Paper copies may be delivered to the Falvey Test Center, located in Falvey Library at Vic Maggitti Hall Suite 220, the ADS Test Center, located on the 2nd Floor of Connelly, or the Tolentine Test Center, located in Tolentine 121, depending on where the student is scheduled to take the test.

IMPORTANT THINGS TO REMEMBER

- Students are expected to communicate with their professors prior to scheduling exams. *Many professors can accommodate students without involving the Falvey or ADS Test Center.*
- It is the student's responsibility to schedule a test with the Falvey, ADS, or Tolentine Test Center. Professors cannot schedule Falvey, ADS, or Tolentine Test Center test proctoring for their students.
- The Falvey, ADS, and Tolentine Test Center have limited space available and operate on a first come, first served basis. *If we are unable to proctor a student's test, professors will still be responsible for providing students with any needed accommodations.*
- Students may review their scheduled test on the **My upcoming events** tab in ClockWork.
- **All Falvey, ADS, or Tolentine Test Center proctoring requests are scheduled through ClockWork.**

For test proctoring information, please contact:

Falvey Test Center: falvey.testcenter@villanova.edu | 610-519-5641

ADS Test Center: ods@villanova.edu | 610-519-3211

Tolentine Test Center: tolentine.testcenter@villanova.edu | 610-510-8378

These email accounts are monitored during regular business hours as listed above.