# CLOCKWORK
## TEST-BOOKING FOR STUDENTS

**VILLANOVA UNIVERSITY**

The Falvey Test Center and the ADS Test Center provide 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 three business days in advance to take a test with the Falvey or ADS Test Center.

**All Falvey or ADS Test Center test proctoring requests are scheduled through ClockWork. The Falvey or ADS Test Center operate separate testing services. Please make sure you have selected the office that you are currently registered with for testing accommodations.** If there are no dates and times available that work with your schedule, contact the Falvey or ADS Test Center, depending on the office you are registered with.

| **Falvey Test Center Hours:** Monday-Friday, 9 a.m.-5 p.m. | **ADS Test Center Hours:** Monday-Friday, 9 a.m.-4:30 p.m. |
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## SCHEDULING A PROCTORED TEST WITH THE FALVEY OR ADS TEST CENTER:

1. Go to **myNOVA** and select *ClockWork: Student Login*. Then select the **Schedule a test or exam** link.

2. Students who are registered with **LSS** should select the **LSS Falvey Test Center Test Booking** link. Students who are registered with **ADS** should select the **ADS Test Center Test Booing** link. You will be asked to log in using your Villanova username and password.

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. *ClockWork will calculate and apply approved time extensions.* **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 a student's schedule permits. Note: Falvey or ADS Test Center 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 the Falvey or ADS Test Center test proctoring.

- Both the Falvey or ADS 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 their accommodations.*

- Students can check test bookings by clicking on the **My upcoming events tab in 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

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