Scheduling a Test or Quiz in ClockWork

1. Log into ClockWork.
2. Click on ‘Schedule a Test or Exam’.
3. Click ‘Schedule a test, midterm, or quiz’.
4. The Test Booking Wizard should begin. Click ‘Next’. 
5. Select the course from the dropdown menu. Click ‘Next’. If the course does not appear, send an email to ods@loyno.edu with booking information.
6. If a date and time does not automatically appear, click ‘Select an alternate date and time’ to enter a new one. Click ‘Next’.
7. Confirm the Course and Instructor Info. If the professor uses a different email address, please enter the correct info. Click ‘Next’.
8. Check appropriate boxes. Click ‘Next’.
9. Select/Confirm the date and time available. Click ‘Next’.

A spot was found for you to take your test. Please click the ‘Next’ button below to continue scheduling your test.
10. Review the information, check the box and click ‘Finish’.

You will receive a confirmation message on your screen and via email. Your reservations can also be seen in the ‘My Appointments’ module of ClockWork. If you have any difficulties completing this process, please contact your Accessibility Counselor or send an email to oae@loyno.edu. Be sure to include as much information about the booking as possible to expedite the request.

Thank you!