

Disabled Students  
Programs and Services  
Clockwork User Guide:  
Web Test Booking



LONG BEACH  
CITY COLLEGE

**Liberal Arts Campus**

4901 East Carson Street  
Long Beach, CA 90808  
(562) 938-4558  
Room: A-1134  
Mon - Thurs: 8:00am - 6:00pm

**Pacific Coast Campus**

1305 East Pacific Coast Highway  
Long Beach, CA 90806  
(562) 938-3921  
Room: GG-107  
Mon - Thurs: 8:00am - 6:00pm

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## 1.0 Submit Test Appointment Request

To begin, click this [link](#) to be brought to the Clockwork homepage. Then select “schedule a test”.

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DSPS LAC Campus: A-1134, (562) 938-4558 | DSPS PCC Campus: GG-107, (562) 938-3921 | TTY: (562) 938-4833

You will be brought to the test landing page with various options. Click the “schedule a test, mid-term or quiz” button.

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**Student Test-Booking and Accommodations**

**Welcome to the DSPS test booking webpage. You may use this system to schedule tests for your classes. To begin, click "Schedule a test, mid-term or quiz".**

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Read the informational text carefully and then click next.

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Home Main menu TEST . log out

**Welcome**

**Online Test Booking**

Welcome to the Online Test Booking wizard. This wizard will guide you through the process of scheduling your test with us. You may end this process at any time by clicking the 'Cancel' button at the bottom of each page.

Please be aware that your instructor will receive an email notification with the details of your test booking.

You will need to have the following information handy in order to successfully schedule your test:

1. The name of the course you want to schedule a test for
2. The date, start time and duration of the test the class will be taking the test
3. You must be scheduling your test a minimum of three (3) days before the class will be taking the test

Click the 'Next' button below to get started.

Next Cancel

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Use the drop-down menu arrow to select the course you are booking a test for. Please note that classes will be booked at the campus where they take place. All web classes will be booked at LAC.

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Welcome

**1. Select course**

Please select the course you would like to schedule a test for from the list below.

**Course Info**

Course:

MATH 110 LEC 50098

\* note: All LAC and web-based courses will automatically be booked at the LAC campus. All PCC courses will automatically be booked at the PCC campus. Wait-listed courses will not be available here until you have enrolled in the course.

Previous Next Cancel

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Use the following page to enter the test date, time, and duration. Please **DO NOT** add additional test time as the system will calculate this for you. Then click “next”.

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Home Main menu TEST . log out

Welcome

- Select course
- 2. Class test date and time**
- Additional Requirements
- Choose accommodations
- Select your test time
- Confirm and complete

## 2. Class test date and time

Please enter the date and time your instructor has provided to the class to complete this test. Do NOT include your additional test time as the system will calculate this for you. Tests longer than 4 hours must be scheduled by staff. Test time entered is subject to verification. Tests may be booked Monday through Friday between 8AM and 5PM and must be booked at least three (3) days in advance. Please note that available testing center hours may be reduced during summer/winter terms.

Please specify when the test is taking place. Enter class test duration in minutes.

### Specify a date and time

**Date of class test:**

**Time of class test:**

**Class test duration:**  
 (hours)  (minutes)

[Select a previously submitted date and time](#)

Previous **Next** Cancel

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Check off each accommodation that you feel is necessary for this test, then click “next”.

**LONG BEACH CITY COLLEGE**

Home Main menu TEST . log out

Welcome

- Select course
- Class test date and time
- Additional Requirements
- 4. Choose accommodations**
- Select your test time
- Confirm and complete

## 4. Choose accommodations

Listed below are the accommodation(s) that have already been approved for you by your counselor. Please check off the accommodation(s) that you feel are necessary for this test. If you have any questions regarding the listed accommodations please contact our office at one of the numbers below.

### Available accommodations

\* note: Only accommodations with a check will be used for your test booking.

- Exam Proctored in Distraction Reduced DSPS Testing Office
- Reader
- Writer
- CCTV/Magnifier
- Access, Chair
- Access, Location
- Access, Desk

Previous **Next** Cancel

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Available bookings will be shown. If you **do not** see an available booking, please double-check the date and timeframe you entered in the previous step by clicking “previous”. If you are having difficulty please visit our office for assistance. If you **do** see an available booking simply click “next”.

**LONG BEACH CITY COLLEGE**

Home Main menu TEST . log out

Welcome

- Select course
- Class test date and time
- Additional Requirements
- Choose accommodations
- Select your test time**
- Confirm and complete

### 5. Select your test time

Please select a date and time from the list of available dates and times below. If none of the date/times in the list below will work for you then please contact us to make alternate arrangements.

#### Available dates & times

**Note: if none of the dates/times below are possible for you then you have the option of calling or visiting us in person to see if alternate arrangements can be made.**

**Wednesday August 1 . 8:00 AM to 9:00 AM**

A spot was found for you to write your test; please click the 'Next' button below to continue scheduling your test.

Previous **Next** Cancel

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Please read over the following page carefully to ensure that all the information is correct. If it is correct, click the confirmation checkbox at the bottom of the page and then click “finish”.

**LONG BEACH CITY COLLEGE**

Home Main menu TEST . log out

Welcome

- Select course
- Class test date and time
- Additional Requirements
- Choose accommodations
- Select your test time
- Confirm and complete**

### 6. Confirm and complete

**This test is not scheduled yet! Click 'Finish' to submit your test request.**

**Please verify that the class date and time are correct - the information below will be sent to your professor.**

#### Your tentative test information

## Tentative test date and time

Wed Aug 1, 2018 . 8:00 AM to 9:00 AM (1 h)

## Course information

MATH 110 LEC 50098

**Class test date / time**  
Wed Aug 1, 2018 8:00 AM (1 h)

**\* Note: this is not your accommodated writing time**

**Accommodations required**

Exam Proctored in Distraction Reduced DSPS Testing Office  
Writer  
CCTV/Magnifier

**Additional requirements:**

**I affirm that the information I am submitting is correct to the best of my knowledge.**

Previous **Finish** Cancel

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A confirmation message will be displayed. You may use this page to schedule another test, view upcoming appointments, or simply log out when you are done.



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Thank you for your submission. Please check your email for confirmation.

[Schedule another test](#)

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Note that an instructor will then receive an email confirmation email detailing your testing appointment.



**Disabled Students Programs and Services**

<i>Liberal Arts Campus</i>	4901 East Carson Street, Long Beach, California 90808	tel 562.938.4111 fax 562.938.4118
<i>Pacific Coast Campus</i>	1305 East Pacific Coast Highway, Long Beach, California 90806	tel 562.938.4111 fax 562.938.3912

[www.LBCC.edu](http://www.LBCC.edu)

Dear Test Instructor,

A student has just submitted a test booking request through our testing center for MATH 110 LEC 50098:

TEST STUDENT (TEST)  
Wed August 1, 2018 at 8:00 AM at the LAC campus.

Please contact us for more information if you have any questions, or need to cancel or reschedule your test.

Sincerely,

Disabled Students Programs and Services  
Long Beach City College

You will also receive an email confirmation email detailing the appointment.



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<i>Pacific Coast Campus</i>	1305 East Pacific Coast Highway, Long Beach, California 90806	tel 562.938.4111 fax 562.938.3912

[www.LBCC.edu](http://www.LBCC.edu)

Dear TEST,

You have successfully completed your test booking request for MATH 110 LEC 50098 as shown:

Wed August 1, 2018 from 8:00 AM to 9:00 AM at the LAC campus.

Please contact us if you have any questions, or need to cancel or reschedule your test.

Sincerely,

Disabled Students Programs and Services  
Long Beach City College

## 2.0 View/Cancel Upcoming Test Appointments

To view or cancel an upcoming test appointment, select “schedule a test” from the service homepage.

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Click “my upcoming events”.

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Main menu TEST . log out

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Thank you for your submission. Please check your email for confirmation.

Schedule another test

DSPS LAC Campus: A-1134, (562) 938-4558 | DSPS PCC Campus: GG-107, (562) 938-3921 | TTY: (562) 938-4833

On this page you can click “cancel” to cancel any appointments. Appointment cancellations must be submitted at least one day before the scheduled appointment. Please click “log out” when you are done.

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My upcoming events

Your event listing Refresh

\* Note: tests and exams that are marked as 'class' are displaying dates and times for the class and do not necessarily reflect your actual scheduled time.

Details	Date / time	Location	Status	Options
Midterm (75) MATH 110 50098	(class) Wed. August 1 8:00 AM * This is the class date/time	to be determined	Booked	Cancel

Export to Pdf Refresh

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