How Instructors Submit Examination Information and Materials

1. Instructors will receive a series of automated email reminders days prior to the date in which one of their students is scheduled to take an examination in Disabled Students Programs and Services (DSPS). Once you submit your exam parameters, these emails will turn off. Click on the link provided in the email, and log into the website with their Surf ID and password.

2. The Instructor Information page will open, click on courses.

3. The Courses page will open, click on Tests and Exams for the appropriate course. You may also view Accommodation Letters (Service Authorization Letters). Please note: Mac and Safari browser users should click on ‘View HTML Letter’ for best results.

The Schedule tests and examination page will open, click on Confirm next to the appropriate examination date.
4. The Test/Exam Information page will open; verify the date, start time, and end time of the class examination, changing if necessary. Click Next once all information has been confirmed.

5. Verify the students registered and the date and time that they are scheduled to take your examination in DSPS. Note: any extended time authorized will be included. Click Next.

6. The Instructor authorizes the following items page will open; please check the boxes that correspond to the items you authorize the class to have access to during the examination. Select the manner in which you prefer the examination materials be delivered to DSPS and returned to you and then click Next.
7. The **Confirm Exam Details** page will appear. Confirm that all the information is correct. If you would like to upload your exam to DSPS, you may do so on this page. You may print this page for your records if you wish. Click **Submit changes** once all information is verified. **PLEASE note**, you must select **Submit changes for your information to be sent to DSPS**.

8. Upon seeing this **Test/ Exam submission complete** screen, you will know that you have successfully submitted your examination information.

9. Please report any ClockWork issues to the DSPS Office during normal business hours (Phone: 760.795.6658). You may also schedule more hands-on training.