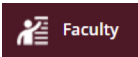


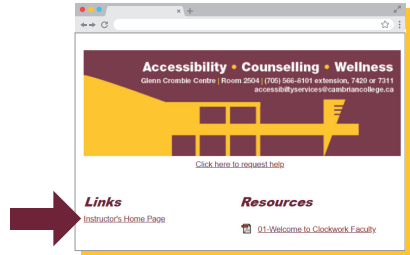
Q How do I notify The Glenn Crombie Centre of an upcoming test, quiz, or exam?

A You can do so by entering the test date in the ClockWork online student services system.

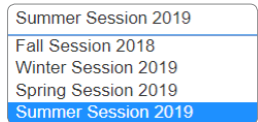
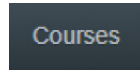
1 Log in to myCambrian and select **'Faculty'** from the menu.



Scroll down to the **Glenn Crombie Centre portlet** and select the **'Instructor's Home Page'** link.



2 Select **'Courses'** and click on the term that you wish see.



3 Click **'Tests and Exams'** for a specific course, and create a test event.



4 Enter a test date by following the prompts and provide testing details.

Tell us about an upcoming test

Date of test:

5 The final step allows you to **upload an accessible digital copy** of the test for students who are using assistive software.

File upload

Note: If you are not able to upload a digital copy of the exam here, a paper copy of the exams, booklets and/or GradeCam sheets (for each student registered in your course) must be delivered to the Glenn Crombie Centre in advance of your scheduled test or exam, at least one business day in advance.

Select test/exam file to submit:

Please note that you must click the Submit changes button in order to confirm your test to us.

Please print a copy for your records.