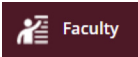


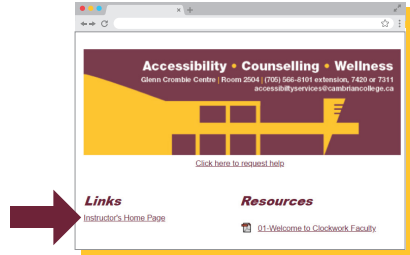
Q How do I provide information for a test that is part of a retroactive accommodation?

A You can provide a testing event in the ClockWork online student services system by selecting the appropriate term.

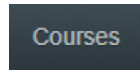
1 Log in to myCambrian and select **'Faculty'** from the menu.



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



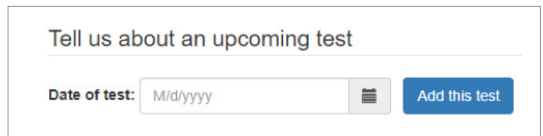
2 Select **'Courses'** and click on the term that you wish see.



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.



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

