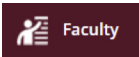


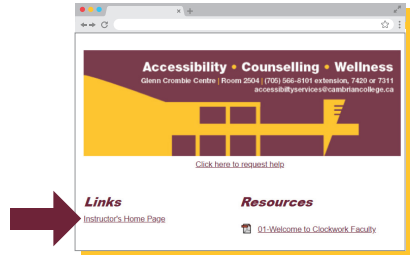
Q How do I edit or move a previously created test event?

A You can change a testing event in the ClockWork online student services system, providing the changes are made *5 business days* in advance of the test.

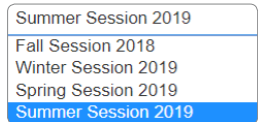
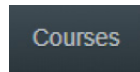
1 Log in to myCambrian and select **'Faculty'** from the menu.



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 in order to change a test.



4 Select **'Confirm/Edit'** for the test that you want to edit.

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
Test	June 27 Thursday (2019)	8:30 AM (60 minutes) Last modified: 2019-06-06	Yes	Review file	Confirm/Edit
Test	June 24 Monday (2019)	9:00 AM (90 minutes) Last modified: 2019-06-06	Yes	Review file	Confirm/Edit

5 Change the date and time, and follow the prompts to edit the testing details.

Date of test: 6/24/2019

Test start time: 9:00am

Test end time: 10:30am

ClockWork Online S

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6