

ACES – Accessibility Centre & Education Support Academic Accommodations & Clockwork

Accessibility Services at MUN is now utilizing a new, online, data management system called Clockwork for the secure storage of confidential information and notification of accommodations to faculty members. It consists of three parts:

- Unit System managed by Accessibility Services staff
- Student Portal specific to each individual student
- Faculty Portal specific to each faculty member

Link to Faculty Portal:

<https://accessibility.mun.ca/user/instructor/default.aspx>

Two components of Faculty/Staff portal:

1. Review and Accept Accommodation Letters from Students
2. Schedule, Upload & Deliver Exams

Review & Accept Accommodation Letters from Students

1. Faculty members will receive an email notification when a student submits an accommodation letter for your course.
2. Click the link in the email to access the Clockwork portal. You may be prompted to login with your mun credentials.
3. Select **Courses** and chose the current term from the respective list
4. Click **Accommodation letters** to view the accommodation letter for the student.
5. Click **Review PDF Letter** to view or save a copy of the student's accommodation letter.
6. **Check the acknowledgement and select Submit** to indicate that you have received and reviewed the accommodation letter.

Schedule, Upload & Deliver Exams

1. Launch the [Faculty Clockwork Portal](#)
2. Select Courses and chose the current term from the respective list.
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. **Upload a digital copy** of the respective test, quiz, or in-class assignment for students who need to use assistive software (i.e. screen reading software).
6. **Bring hard copies** of your respective test, quiz, or in-class assignment for the student(s) who need to write their exams in ACES.

The following are suggestions for the provision of some of the more commonly requested accommodations for both on-campus and remote based courses:

- a. If a reader and/or a scribe is required, this accommodation will be setup by ACES staff.
- b. If adaptive technology is required, this accommodation will be managed through ACES.
- c. For students requiring leniency for assignment due dates, some flexibility will be required. This does not mean students receive as much time as they want, instead a reasonable time extension should be negotiated between you and the student.
- d. For students requiring clarification of instructions, faculty will need to be available to answer questions. This can be done through phone, e-mail, or video.
- e. Requests for tutors and note-takers as accommodations will be handled by ACES. However, you may be contacted to help identify strong students who can act in these roles.
- f. Additional writing time for exams being offered through remote learning:
 - If your assessments are timed exams in Brightspace, please ensure that the time is extended for these students.
 - If your assessments are take-home exams, plan to extend the amount of time to adjust for the necessary accommodation.
 - If you have adjusted the writing time of your exams so that all students are receiving additional time, please state in your course syllabus to avoid confusion, and requests for extra time

We will, undoubtedly, encounter unexpected situations in the provision of academic accommodations. When this occurs, please contact us immediately. ACES is committed to ensuring students are given reasonable accommodations in a timely manner, while supporting faculty in the process.