Office of Accessibility Services

Academic Testing Center: Frequently Asked Questions for Students

What is the Academic Testing Center?

The Academic Testing Center, (ATC), provides a distraction free testing area for students with the goal of maximizing student performance while maintaining test integrity. In addition to our large testing space where we can accommodate up to 30 students, we have two rooms specifically for students who may need assistive technology, low light, scribes and/or readers. The ATC is located on the third floor of the Unistructure in suite M34.

How will I schedule my tests?

Students will schedule their tests via the online ClockWork portal, within the parameters set by the professor. Students must book their tests in ClockWork at least two business days ahead of the testing date.

- To book your test, navigate to the ClockWork portal from the My Bryant portal and click on Schedule a Test or Exam. You can use this link here: Book a Test Here
- This will take you to the Booking Wizard page where you will click on Schedule a Test, Midterm or Quiz to get started.
- Follow the prompts to enter information about your test, your professor and the date and time you will be taking your test. ClockWork automatically calculates your accommodated time.
- In step 2 of the Booking Wizard, Class Test Date and Time, please enter the date and time you will be taking your test in the Testing Center – this may or may not be the same date your class is taking the test.
- At the end of the form, you will click on Finish. You will receive a message saying, "Thank you for your submission". When you reach this page, you are all done booking your test.

• Note that ClockWork will not allow you to book your test less than two business days ahead of the testing date. If you need to book your test less than two business days ahead of your testing date, you must have the permission of your professor.

• The ATC does not accept test bookings over the phone or through email. All bookings must be made through ClockWork or in person.

Must I use the Academic Testing Center for my tests?

No. Students with testing accommodations are not required to use the ATC for their tests. Where you take your tests is between you and your professor. However, we strongly encourage students with testing accommodations to use the ATC for their tests.

What happens when I go to the Academic Testing Center?

Upon arrival you will be asked to show your student ID. Staff will help you stow all your belongings in a secure locker. This includes all electronic devices, food and beverages (you are permitted to take beverages in clear bottles/cups only), coats and hats. All testing materials will be given to you by Testing Center staff. This includes scratch paper and writing instruments. Only those things specified by your professor can be brought into the testing room. This includes calculators, formula sheets, notes etc. If your test is computer based, you are free to use one of our computers, or, if your professor permits, your own computer. Testing Center staff have ear plugs, individual white noise machines and silent timers if you would like to use them.

During your test, Testing Center staff will be tracking the time. Please note that active monitoring, including the use of video cameras in all testing rooms, is done at the Testing Center.

When is the ATC open?

The ATC is open from 8:00 AM to 5:00 PM Monday through Friday with the first testing time being 8:00 am and all tests completed by 5:00 PM. Our goal is to support students with a variety of schedules. If

you are in an evening course, please consult with our Testing Center staff to determine how we can support you. Operating hours for Final Exams will align with the Final Exam schedule.

How can I reach the ATC?

There are two ways to contact the ATC. You can email us at academictestingctr@bryant.edu or call us at 401-232-6830. We look forward to working with you!