Adaptive Services Testing has moved to an online scheduling system. Students who plan to take their tests/quizzes/exams in Adaptive Services are to use this system starting in the fall semester.

When a student schedules to take a test in Adaptive Services via this system, an email notification is automatically generated and is sent to the instructor and the instructor is then to click on the link and follow the prompts to state the allowed test aids and special instructions, if any. Also, the test can be uploaded via the link and sent to our office by that method. If the test is not received by two days prior to the test date, a reminder email is sent. If you prefer, you may send tests via email to [adaptive@fgcu.edu](mailto:adaptive@fgcu.edu) or deliver them in person. Additionally, your username and password for Clockwork are **your FGCU username, without the email extension, and your password.**

The deadline for students to schedule **tests/quizzes** is four (4) business days in advance of the test date. If a short-notice test or quiz is announced by an instructor, the student or instructor should contact the Testing Coordinator at [adaptive@fgcu.edu](mailto:adaptive@fgcu.edu) in order to schedule that assessment. The deadline to schedule a **final exam** is ten (10) business days.

**Step-by-step instructions and a captioned instructional video about the Clockwork Online Test Booking system are now available in the Media Gallery on the Adaptive Services Faculty Canvas page.**

If you have any questions or need additional information, please contact Georgia Willis, Testing Coordinator, at [gwillis@fgcu.edu](mailto:gwillis@fgcu.edu) or at x4356 (239-745-4356).

Thank you!