OFFICE OF THE
University Registrar

Examinations

Exam Accommodation System (EAS) for computer-assisted midterms

Instructor Guideline

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Last updated: August 2018

Overview

In Fall 2017, the Exams Office introduced a new online Exam Accommodation System (EAS). This online application replaced the previous paper-based process to receive exam data for students who require the use of a computer, as authorized through Student Wellness Services, to complete any in-class quiz, test or midterm exam.

NOTE: This does not apply for mid-year or final exams taking place during the official exam periods in December and April.

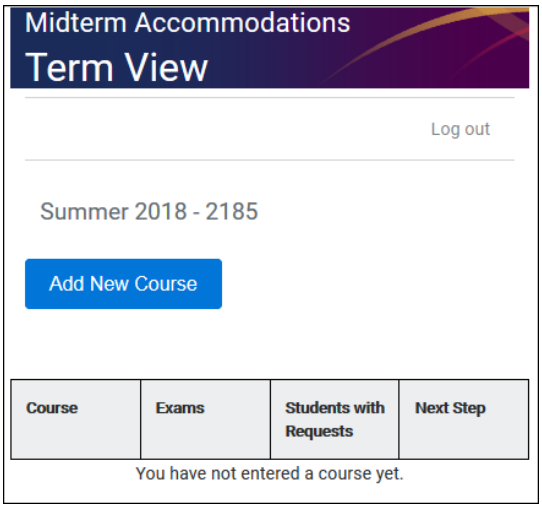
Instructors or a designate (e.g. the Administrative Assistant for the department) are able to log in to submit the exam data. Instructors should submit information on each quiz, test or midterm exam they have planned for the term, regardless of whether they would like the Exams Office to be responsible for administering any of the tests.

Process

1. Login to the system
2. For each course section, enter test dates for the entire term
3. For each test, indicate whether you are self-administering the test to all students, or would like the Exams Office to administer the tests for students requiring the use of a computer as approved through Student Wellness Services
4. If the Exams Office will be administering any of the tests, enter in test details (e.g. date, time, allowed aids)
5. Check back regularly to stay up-to-date on student requests

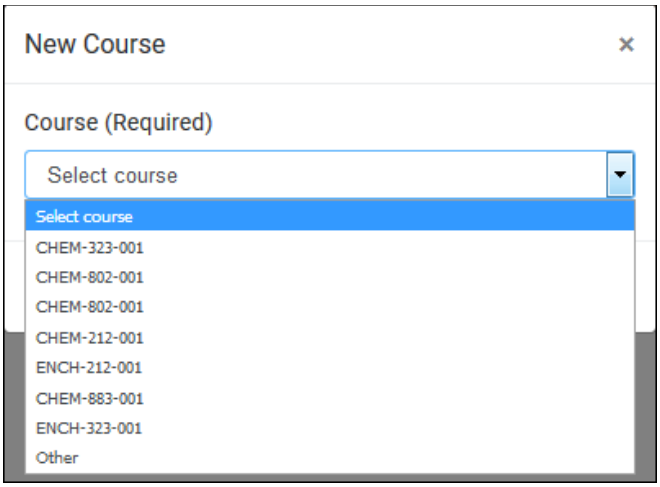
Login to the Exam Accommodation System at https://eservices.queensu.ca/apps/eas/instructor, using your NetID and Password. The system is only available to current staff or faculty at Queen's University.

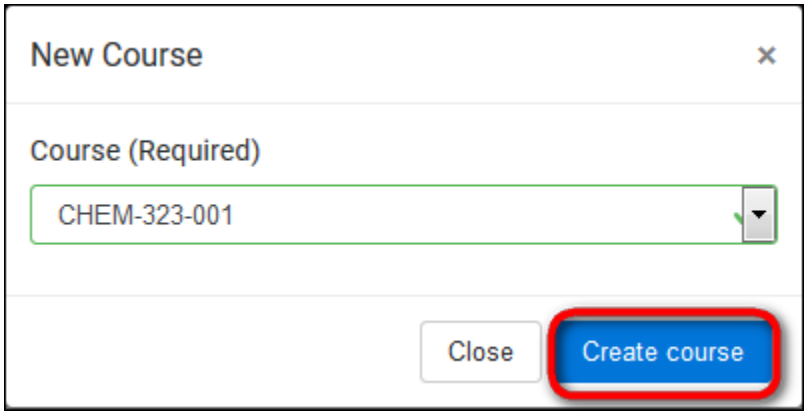
Once logged in, you will arrive at the Dashboard. From the Dashboard, you will be able to enter courses and exam dates. Note the term is listed at the top (e.g. Summer 2018 – 2185).



Click **ADD NEW COURSE**

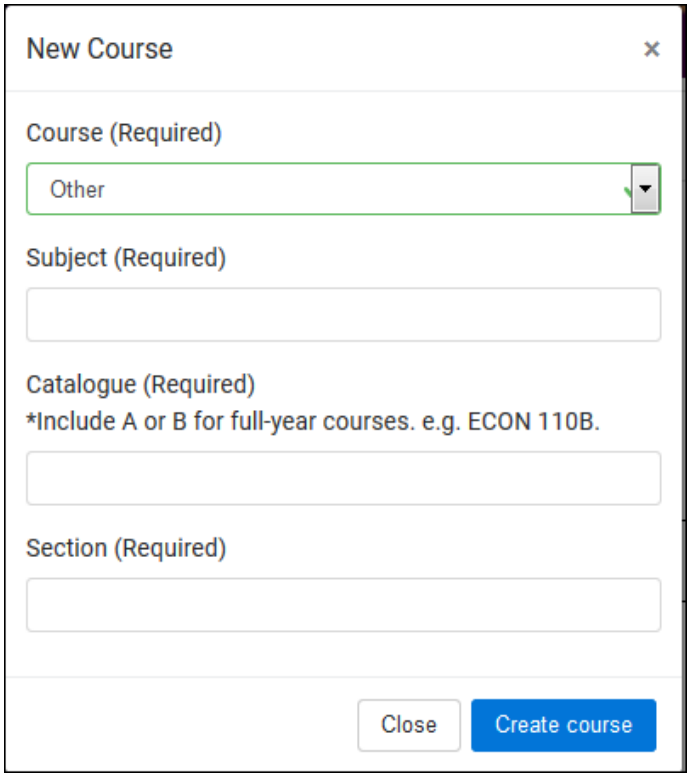
Select your course from the drop-down. If the course doesn't appear, select **Other**. Then select **Create Course**.

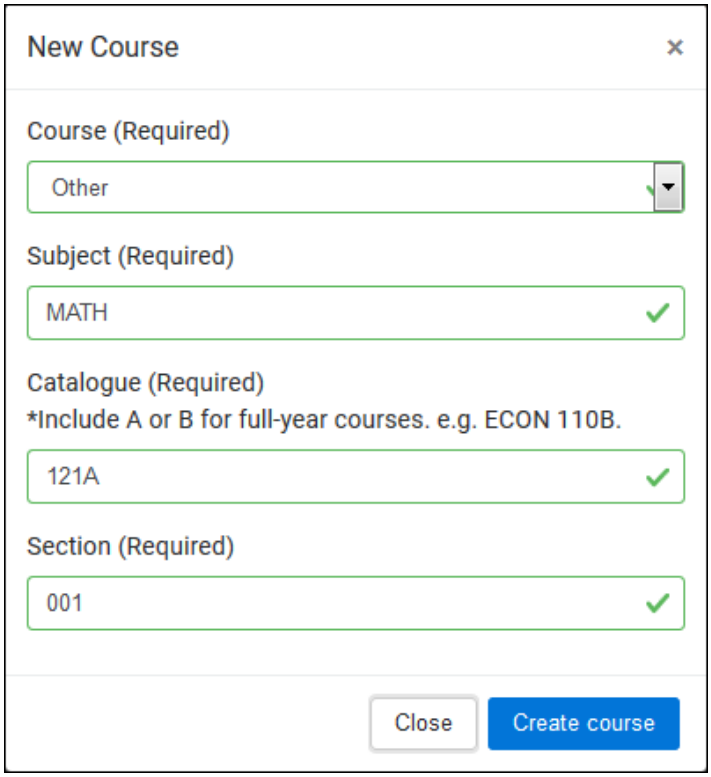




The drop-down list shows all courses for which the current user is the instructor of record in PeopleSoft. As such, if a delegate (TA or Administrative Assistant) is entering the information on the Instructor's behalf, they will only have the option to select **Other**.

If **Other** is selected, you'll be asked to enter the course code, and then select **Create Course**.

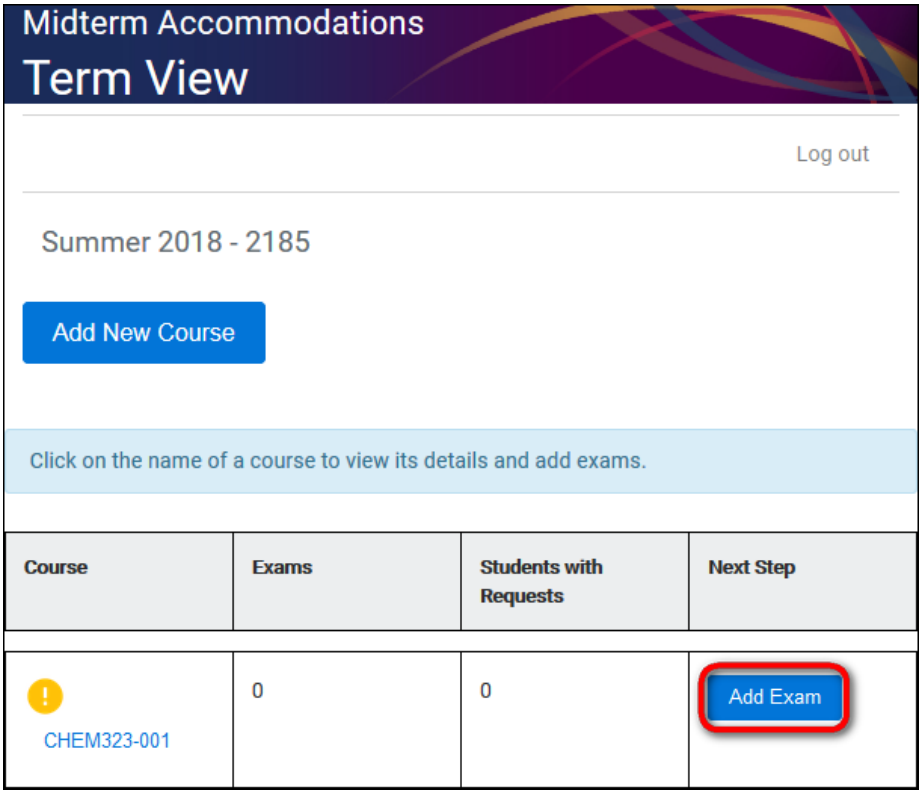




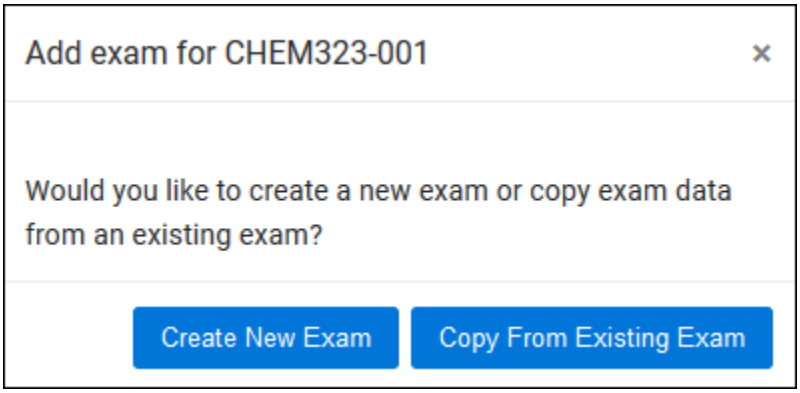
If a full year course, remember that the catalog number includes an "A" for Fall term and a "B" for Winter term. These must be entered as well, or the system will not recognize it as a match to any student request.

If the same course (e.g. MATH 121A) has multiple sections writing the same test (e.g. Sections 001, 002, 003 and 700), you will need to **Create Course** (and add exams) for EACH SECTION.

Once you have created the course, you will be directed back to the main Dashboard, where you can see the course listed. To add exams for the course you just entered, click on **Add Exam**.



You will be prompted to enter in new exam data **(Create New Exam)** or copy data from an existing exam (**Copy from Existing Exam)**.

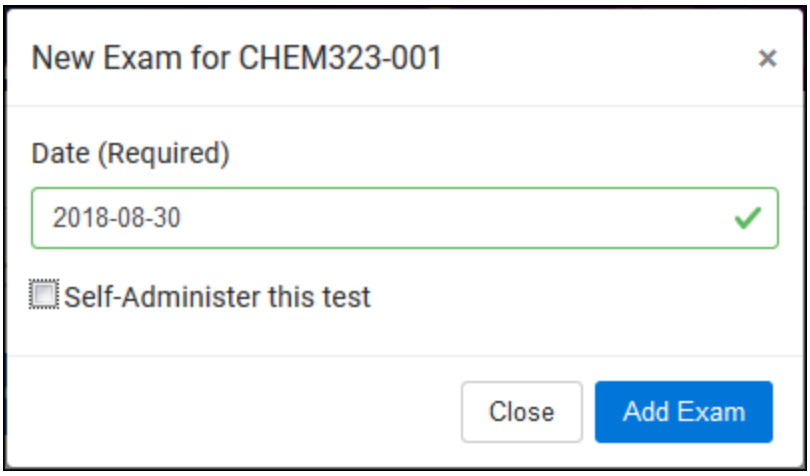


Use **Create New Exam** when you are entering applicable information for the first time.

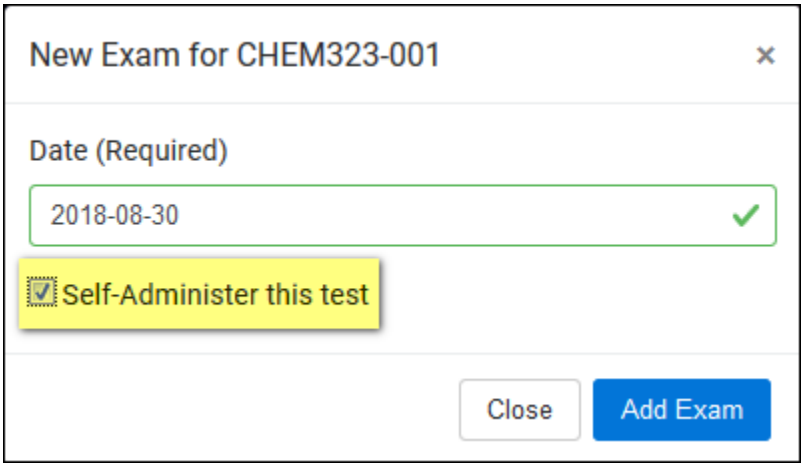
Use **Copy from Existing Exam** when you want to copy previously entered data for application to a new course section, saving you time. You may want to use this if you have the same test data for multiple sections; for example, you enter the data for MATH 121A 001, and then can copy the data to populate the tests for sections 002, 003 and 700.

Entering Exam Dates – Create New Exam

Click **Create New Exam**, and enter the date of the test in YYYY-MM-DD format:



If you want to self-administer the midterm, select "Self-Administer this test". This means you do NOT require the Exams Office to administer any computer-assisted accommodations and will handle them all yourself. Students who request accommodation for this test will be advised to contact you for further assistance.

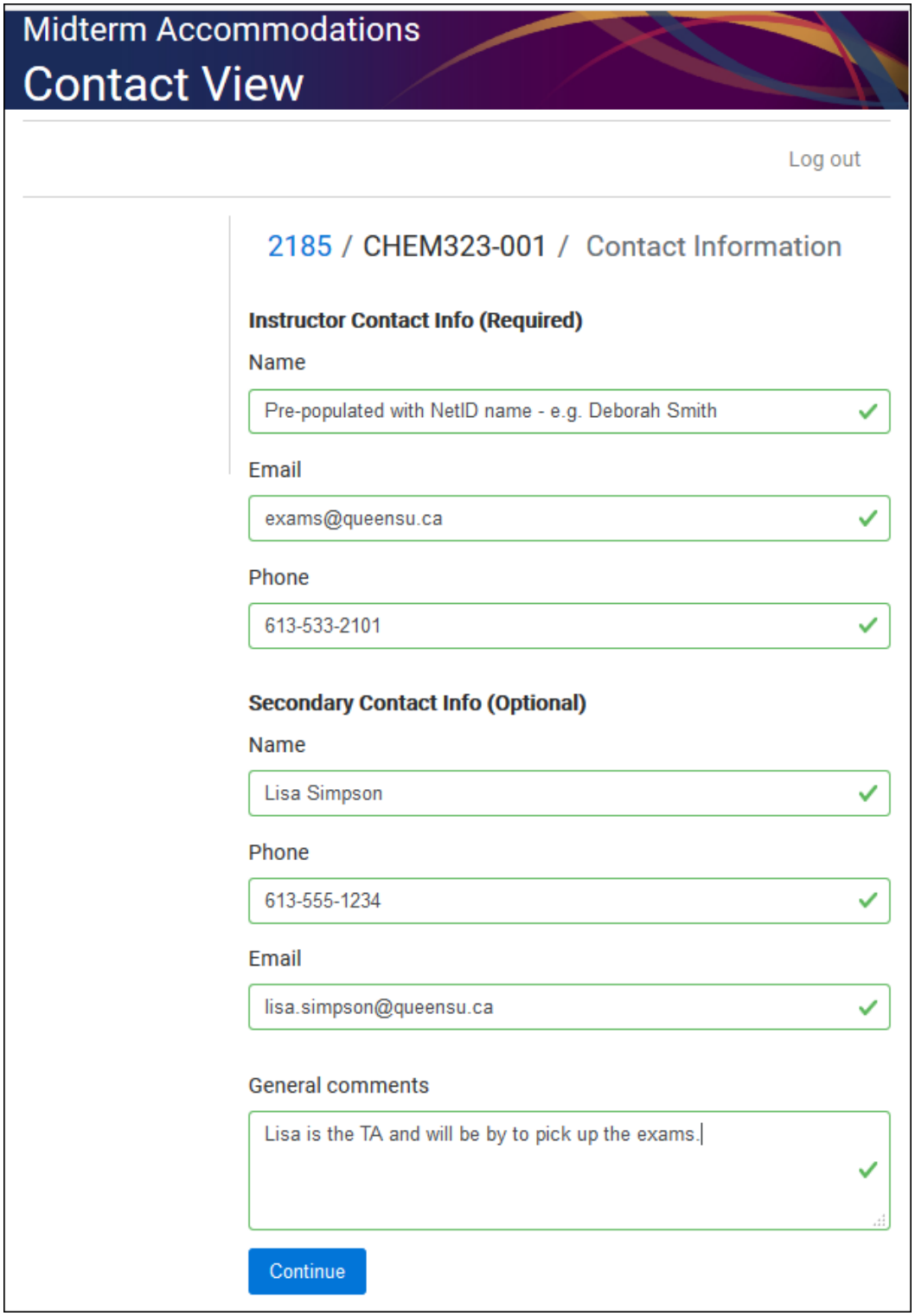


Click **Add Exam**.

If you have chosen to Self-Administer, you will be directed to the Dashboard, where you can add another test date or course. If you have not chosen Self-Administer, you will be required to complete further information.

Adding Contact Information

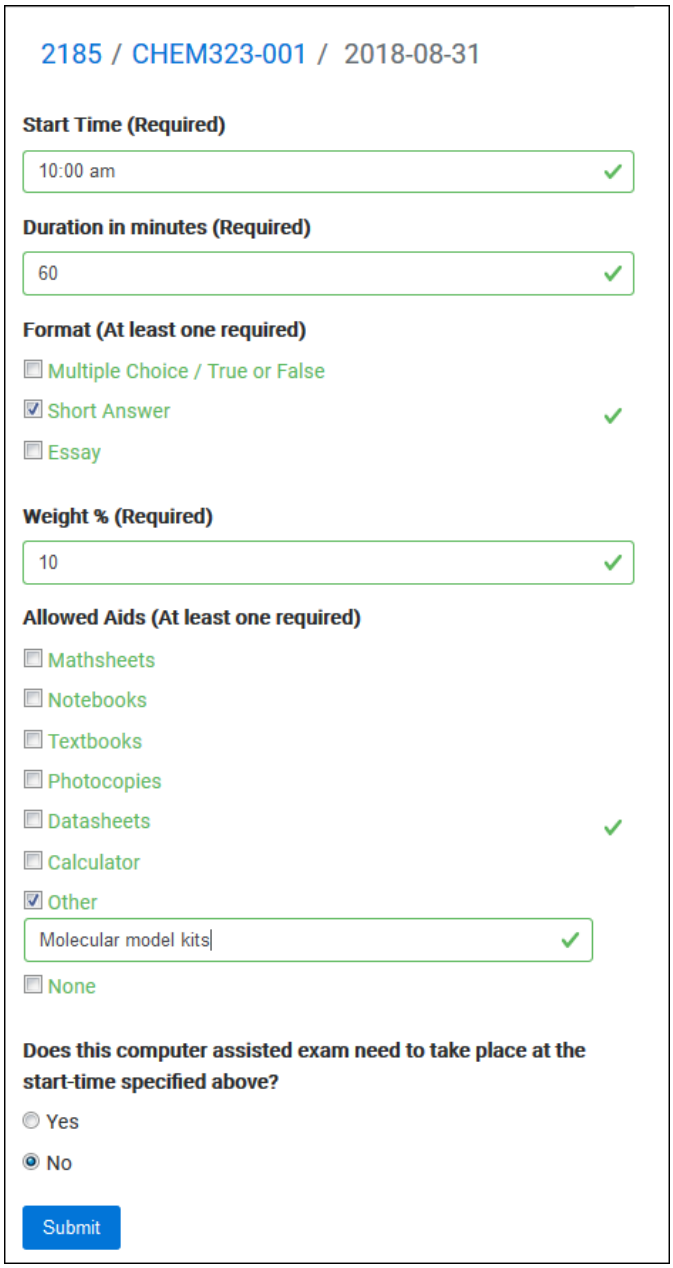
The **NAME** field will be pre-populated with the name of the person who has logged in. If a designate is entering information, this pre-populated field should be overwritten with the Instructor name. It is helpful if you can provide a secondary contact, if available, such as a TA. You can also enter in any general comments in this section. Complete all information, then click **CONTINUE**.



Entering test data

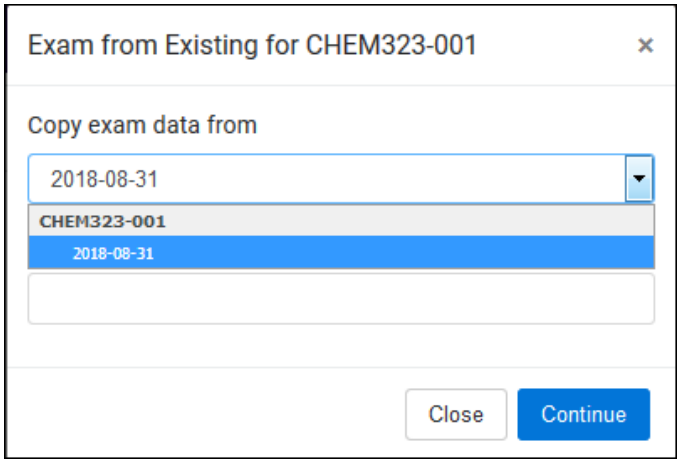
You are now required to submit a summary of test information for the date you have entered, which is required in order to ensure we are able to administer the test in coordination with the student accommodations. This information is the same as has been historically requested via paper. Complete all information, *as is accurate for the class*, and click **SUBMIT.**

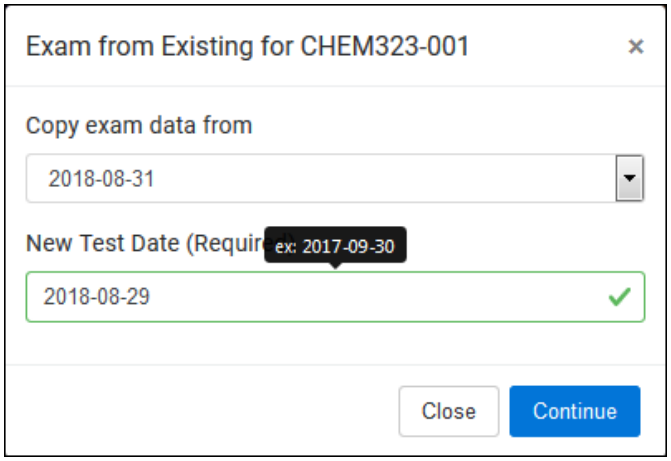
Please do not enter data specific to a student's accommodation. For instance, if the class is writing a one hour test, enter 60 minutes – do not enter the amount of time a student would get with accommodation time included. We will work that out on our end.



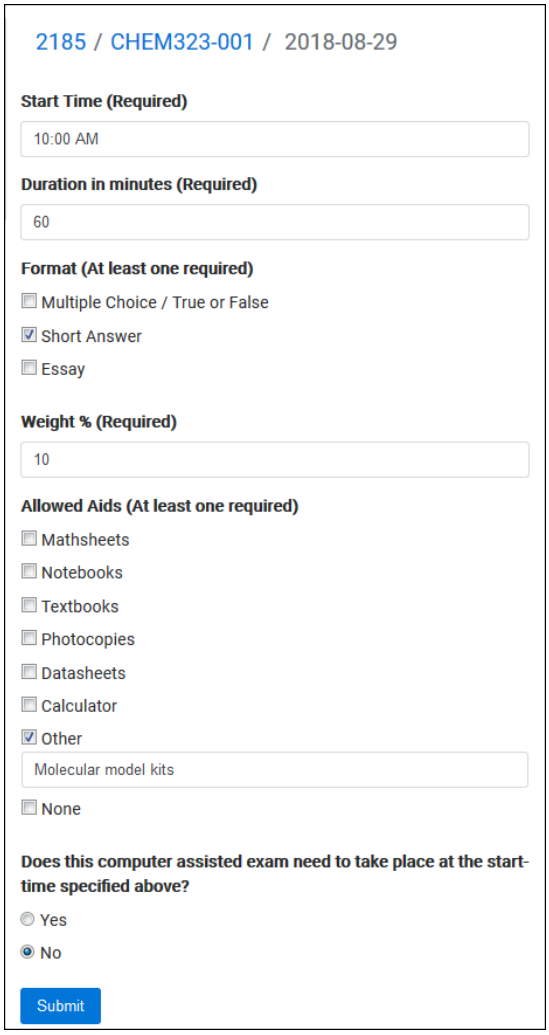
Entering Exam Dates – Copy from Existing Exam

Click **Copy from Existing Exam**. You will then be able to choose which exam you would like to copy exam data from, based on previous exam entries you have made. Exams you have chosen to self-administer will not appear in the drop-down. Select the course and test date you want to copy, enter the new test date, and click **Continue**.



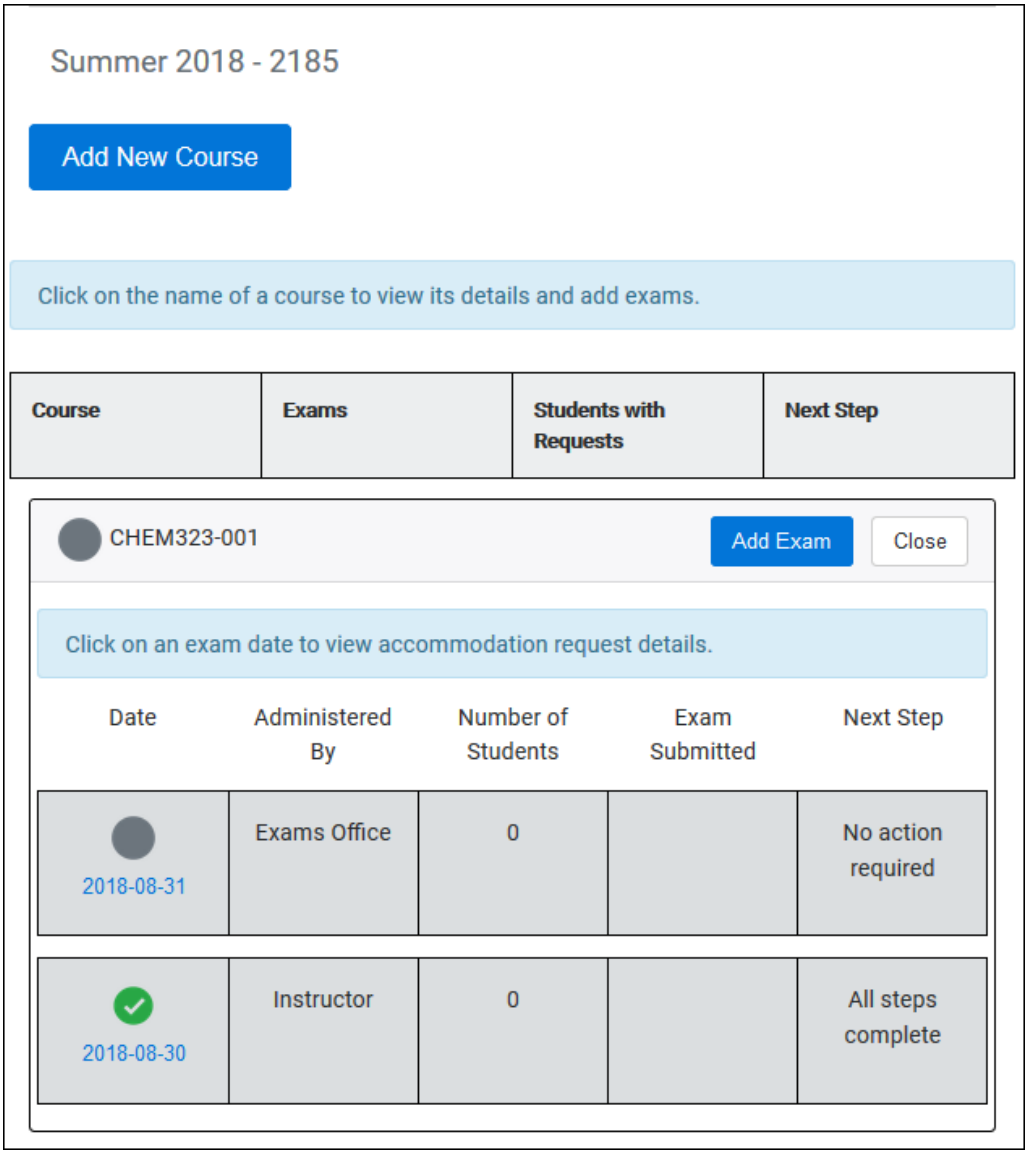


The data for the exam you are copying appears for confirmation. You can make changes or simply click **Submit** to duplicate the information.

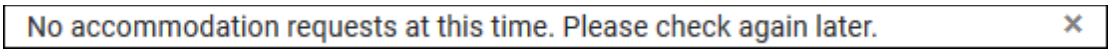


Once submitted, you will return to the Dashboard and you can see all of the exams you have entered. As students request accommodation (either before or after you submit the exam data), they will be listed as well.

With no student request yet made, it will appear as:

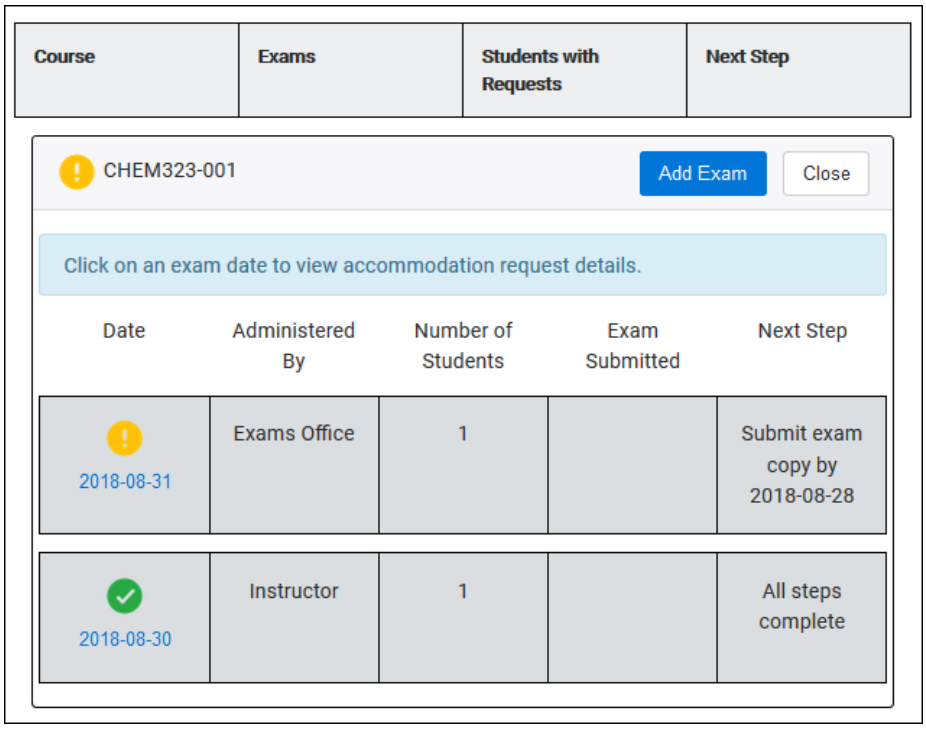


If you click the date, it will read:



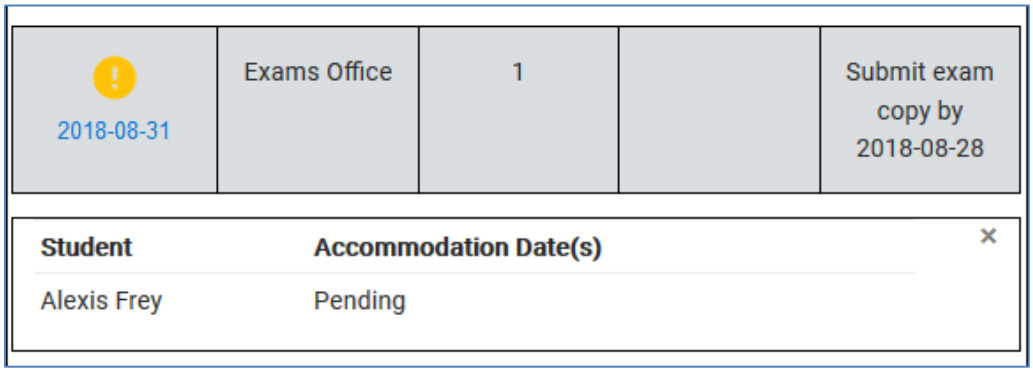
As you are being asked to submit the information in advance of student requests, it is prudent to return and check on a regular basis to determine if further action is required.

With a student request made, you can now see you have one student who has made a request (**Number of Students)**:



Once a student request has been made for a test being administered by the Exams Office, your **Next Step** changes; you will be advised to submit an exam copy to the Exams Office (electronic versions are fine and can be emailed to exams@queensu.ca) by a specific date.

If you click on the exam date that requires action (2018-08-31), the name(s) of the student(s) who have made requests for this test will appear, and the accommodation date(s) will appear as "Pending". The week prior to the test, the Exams Office will load the details of the student's accommodated exam, and you can see exactly when the student is writing. For Fall 2018, all computer-assisted tests will be scheduled in Gordon Hall, Room 400.



If you have a student whose accommodations include a split exam, you will see two times showing. A split exam means the student has been approved by Student Wellness Services to write the exam in two separate sittings. The Exams Office will contact you to inquire where you would like to split the written exam. The student does not have access to Part 2 during the first sitting, nor the recorded answers from Part 1 during the second sitting.

Student	Accommodation Date(s)
Liam Gutman	1. 2018-07-27 1:00 PM - 2:15 PM 2. 2018-07-28 1:00 PM - 2:15 PM

Once submitted, the person who submitted the request, and if different, the instructor email provided, will receive an auto-generated email detailing the specifics of the submission.

Dear [illegible],

Your midterm information for **APSC171-100** has been received. Please find the details of your submission below:

Date: 2017-11-11
This midterm is being self-administered

If you wish to change your submission, or have any questions, please send them to exams@queensu.ca.

Thank you,
Deborah Smith
Exams Administrator

Changes cannot be made through the Exam Accommodation System once an entry has been submitted. If you need to change any information, please contact us at exams@queensu.ca.