Exam Accommodation System (EAS) for eligible accommodations

Student Guideline

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Last updated: December 2019 (Carlye Oda)
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 requests from students who are authorized for the use of a computer through Student Wellness Services, to complete any in-class quiz, test or midterm exam.

In Winter 2020, the Exams Office took on the administration of additional accommodations including:

- Access to computer
- Private room
- 35+ min extra time per 1-hour exam

Any student who is not authorized for any of the eligible accommodations listed above must contact their instructor with a copy of their Letter of Accommodation to receive midterm test accommodations.

**NOTE:** This does not apply for mid-year or final exams taking place during the official exam periods in December and April. Those accommodated exams are scheduled automatically, and students will receive email notification of their exam accommodations in mid November (Fall) and mid March (Winter).

Accommodated midterm tests administered by the Exams Office are scheduled at the same date and time as the rest of the class (generally during class time), unless a student’s accommodation prohibits us from scheduling at that time. Extra time will be placed at the beginning or end of the test, dependent on your class schedule. If an accommodated exam must be moved, it will be moved to the nearest possible time following the originally scheduled exam date and time.
Process

1. Login to the system
2. For each course:
   a. enter test dates for the entire term; OR
   b. accept test dates already visible (as submitted by the instructor)
3. If it is indicated the test is being administered by the Instructor, contact them and provide a copy of your Letter of Accommodation no later than one week prior to the test date
4. Check back regularly to stay up-to-date on your scheduled accommodated tests

Login to the Midterm Accommodation system at https://eservices.queensu.ca/apps/eas/student, using your NetID and Password. The system is only available to current students at Queen’s University.

Once logged in, you will arrive at the Dashboard. From the Dashboard, you will be able to enter requests for accommodated midterm(s). Note your personal information and current term is located on the left hand side.

Click +NEW REQUEST at the top.

You will be taken to the submission page for a new request.

NOTE: At any time during the submission of a new request, you may return to the Dashboard by clicking HOME at the top.
Using the **Course-Section** drop-down, please select your course from the list. If the course does not appear, select **Other**. You must enter the course and section.

Once a course is selected, the instructor name(s) will populate. Select the correct instructor. If the Instructor does not appear, select **Other**. You must enter the instructor name.

Enter the test date(s) for which you require accommodation this term, for the course selected. These must be entered as YYYY-MM-DD. You can remove any date from the list by clicking the X to the right of the date.
If you have missed any required fields, or input the information in an invalid format, you will be prompted to correct the information.

When everything is correct, click **Submit accommodation request** at the bottom. You will be redirected to the Dashboard, where you can see all submitted requests.
Repeat the process above for all courses for which you require an accommodated test this term.

If an Instructor has submitted test information in advance of your request, you will have courses listed under **Action Required**. In these cases, you do not need to submit the test information as you did under **+New Request**. Click **View Details** for a course and you will see a list of test dates for that course. By default, they are all selected; if you do not require accommodation for a particular test, uncheck the checkmark to deselect.
When you have selected which test dates you require accommodation for, click **Submit accommodation request**. You will be redirected to the Dashboard, and will see that course listed under **Submitted Requests**.
Changes cannot be made once an entry has been submitted. If you need to change any information, please contact exams@queensu.ca.

You will receive an auto-generated email for each course for which you have submitted an accommodated midterm request.

Thank you,
Your request for an accommodated test for ECON111-001 has been successfully submitted for the following test dates:

2019-11-20
2019-11-21

The date and time of your accommodated test(s) will be posted to the EAS Portal the week prior to your scheduled test.

- If the test is on a Monday or Tuesday, details will be posted on the Wednesday prior.
- If the test is on a Wednesday, Thursday, or Friday, details will be posted on the Friday prior.

**NOTE:** Some instructors choose to administer their own accommodated tests, and that information will be posted to the EAS Portal as soon as it is received. In these cases you must contact your instructor and provide a copy of your letter of accommodation no later than one week before your test to receive accommodation.

Please return to the EAS Portal regularly to review the details (date and time) of your upcoming accommodated test(s).

Please note the following:

- Accommodated tests are scheduled at the same date and time as the rest of the class (generally during class time), unless a student’s accommodation prohibits us from scheduling at that time. Extra time will be placed at the beginning or end of the test, dependent on your class schedule. If an accommodated test must be moved, it will be moved to the nearest possible time following the originally scheduled test date and time. Adjustments will not be made for personal conflicts or obligations.
- All venues are scent-free. Please avoid wearing scented products, particularly perfume or cologne.
- Please report fifteen (15) minutes prior to writing.
- You are required to present your Queen’s Student Photo ID at all tests and exams.
- Scrap paper will be provided.
- You must return all materials including your test paper to the proctor.
- Food/drink are not permitted at your assigned desk. All food/drink must be stored and consumed at the proctor station.
- The proctor may not be able to contact your instructor. PLEASE NOTE: Proctors are unable to respond to queries about the interpretation of test questions. Do your best to answer test questions as written.
- If these arrangements are not required for you to write your test please contact the Exams Office at exams@queensu.ca a minimum of 24 hours before the test to cancel.
- Late cancellations (less than 24 hours) and/or failure to appear will result in a charge of $25.00 to $60.00 depending on arrangements made.
- If you miss a test you must contact your instructor for any other arrangements regarding that test.

Thank you,
The Exams Office Team

Receiving accommodated exam details

You must check back regularly so you know when you will be writing your test.

**If the Exams Office is administering the test:**
The date, time and location of your accommodated midterm(s) will be posted to the EAS Portal the week prior to your scheduled test. Until then, it will appear as **Pending**.

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM311-002</td>
<td>2018-08-18</td>
<td>Pending</td>
</tr>
</tbody>
</table>

If you have a test on a Monday or Tuesday, details are posted on the Wednesday prior. If you have a test on a Wednesday, Thursday, or Friday, details are posted on the Friday prior.
If you have cancelled a requested accommodation, it will appear as such.

If an instructor has chosen to administer the test themselves:
It will be listed under Accommodated Exam Details as Please contact instructor for details. This will appear as soon as the instructor has submitted the test dates. When you see this message, you must contact your instructor and provide a copy of your Letter of Accommodation from Student Wellness Services no later than one week prior to the scheduled test date.

Thank you!