

## Exam Accommodation System (EAS) for computer-assisted midterms

### Student Guideline

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## 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.

Any student who is not authorized for the use of a computer 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 and mid March.*

Computer-assisted 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 exams

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 computer-assisted midterm(s). Note your personal information and current term is located on the left hand side.

Computer-assisted  
Midterm exam accommodations

[+ New Request](#) [Log out](#)

### My Accommodation Requests

Contact the Exams Office if you need to cancel or change an accommodation request.  
Details of your accommodated exam will be available the week prior to the test. Please visit [the registrar website](#) for more information.

Submitted Requests

**Personal Info**  
Your Name  
YourNetID@queensu.ca  
Your program (BCOM)

**Study Period**  
Summer 2018

Click **+NEW REQUEST** at the top.

Computer-assisted  
Midterm exam accommodations

[+ New Request](#) [Log out](#)

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.

Computer-assisted  
Midterm exam accommodations

[Home](#) [Log out](#)

### New Request

**Personal Info**

Your name  
YourNetID@queensu.ca  
Your program (BCOM)

**Study Period**  
Summer 2018

**Course - Section** (Required)  
Select course

**Instructor** (Required)  
Select instructor

**Test Date(s)** (Required - at least one)

1

2 Add date...

Submit accommodation request

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.

### New Request

**Course - Section** (Required)

Select course

- Select course
- MACC811-001
- MACC812-001
- MACC814-001
- MACC816-001
- MACC818-001
- Other

**Test Date(s)** (Required - at least one)

1

2 Add date...

Submit accommodation request

### New Request

**Course - Section** (Required)

MACC812-001 ✓

**Instructor** (Required)

Joseph Oliverio ✓

Select instructor

- Joseph Oliverio
- David McConomy
- Other

1

2 Add date...

Submit accommodation request

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.

### New Request

**Course - Section** (Required)  
 ✓

**Instructor** (Required)  
 ✓

**Test Date(s)** (Required - at least one)

1	<input style="width: 90%;" type="text" value="2018-09-21"/>	✓	✕
2	<input style="width: 90%;" type="text" value="2018-10-15"/>	✓	✕
3	<input style="width: 90%;" type="text" value="2018-11-12"/>	✓	✕
4	<input style="width: 90%;" type="text" value="Add date..."/>		

### New Request

**Course - Section** (Required)  
 ✓

**Specify Course - Section** (Required)  
 ✓

**Instructor** (Required)  
 ✓

**Specify Instructor** (Required)  
 ✓

**Test Date(s)** (Required - at least one)

1	<input style="width: 90%;" type="text" value="2018-09-09"/>	✓	
2	<input style="width: 90%;" type="text" value="Add date..."/>		

If you have missed any required fields, or input the information in an invalid format, you will be prompted to correct the information.

### New Request

**Course - Section** (Required)  
 ✓

**Specify Course - Section** (Required)  
 ✕  
Invalid course-section format (Expected format is MUSC123-001 or MUSC123A-001)

**Instructor** (Required)  
 ✓

**Specify Instructor** (Required)  
 ✕  
Please specify an instructor

**Test Date(s)** (Required - at least one)

1	<input style="width: 90%;" type="text" value="20180909"/>	✕	
	Date is in incorrect format, must be YYYY-MM-DD		
2	<input style="width: 90%;" type="text" value="Add date..."/>		

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.

## My Accommodation Requests

Contact the Exams Office if you need to cancel or change an accommodation request.  
 Details of your accommodated exam will be available the week prior to the test. Please visit [the registrar website](#) for more information.

### Submitted Requests

Course	Original Exam Date	Accommodated Exam Details
PATS218-006	2018-08-31	Pending
CHEM323-001	2018-08-30	Please contact instructor for details
	2018-08-31	Pending

Repeat the process above for all courses for which you require a computer-assisted midterm 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.

Action Required		
Course	Dates	Actions
MACC816-001	2018-08-18	<a href="#">View Details</a>
MACC812-001	2018-07-31	<a href="#">View Details</a>
MACC818-001	2018-07-28 2018-07-29 2018-07-30 2018-08-24 2018-08-26	<a href="#">View Details</a>
MACC811-001	2018-07-31	<a href="#">View Details</a>

**Course - Section**

MACC818-001

**Instructor**

David McConomy

**Test date(s)** (Required - at least one)

1 2018-07-28

2 2018-07-29

3 2018-07-30

4 2018-08-24

5 2018-08-26

**Course - Section**

MACC818-001

**Instructor**

David McConomy

**Test date(s)** (Required - at least one)

1 2018-07-28

2 2018-07-29

3 2018-07-30

4 2018-08-24

5 2018-08-26

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**.

## My Accommodation Requests

Contact the Exams Office if you need to cancel or change an accommodation request.  
 Details of your accommodated exam will be available the week prior to the test. Please visit [the registrar website](#) for more information.

### Submitted Requests

Course	Original Exam Date	Accommodated Exam Details
MACC818-001	2018-07-28	Please contact instructor for details
	2018-07-30	Pending
	2018-08-24	Pending
PATS218-006	2018-08-31	Pending
CHEM323-001	2018-08-30	Please contact instructor for details
	2018-08-31	Pending



Changes cannot be made once an entry has been submitted. If you need to change any information, please contact [exams@queensu.ca](mailto:exams@queensu.ca).

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

Your request for a computer-assisted midterm for **MATH427-001** has been successfully submitted for the following test dates:

2018-08-18

The date and time of your computer-assisted midterm(s) **will be posted to the online system the week prior to your scheduled test**. If you have a midterm on a Monday or Tuesday, details will be posted on the Wednesday prior. If you have a midterm on a Wednesday, Thursday, or Friday, details will be posted on the Friday prior.

**NOTE:** Some instructors choose to administer their own midterms, and that information will be posted to the online system 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 online system regularly to review the details (date and time) of your upcoming accommodated test(s).

Please note the following:

- All computer-assisted midterms are scheduled in **Gordon Hall, Room 400**.
- Accommodated exams 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.
- **The exam venue is 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 exams**.
- Scrap paper will be provided.
- You must return all materials including your exam paper to the proctor.
- The proctor may not be able to contact your instructor. **PLEASE NOTE: Proctors are unable to respond to queries about the interpretation of exam questions. Do your best to answer exam questions as written.**
- If these arrangements are not required for you to write your exams please contact the Exams Office at [exams@queensu.ca](mailto:exams@queensu.ca) a minimum of 24 hours before the exam 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 an exam you must contact your instructor for any other arrangements regarding that exam.

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:

All computer-assisted midterms being administered by the Exams Office take place in Gordon Hall, Room 400.

The date and time of your computer-assisted midterm(s) will be **posted to the online system the week prior to your scheduled test**. Until then, it will appear as **Pending**.

COM311-002	2018-08-18	Pending
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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.

TEST123-001	2018-07-15	2018-07-15 12:00 AM-12:00 AM Gordon Hall Room 400
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If you have cancelled a requested accommodation, it will appear as such.

COMM111-006	2018-08-01	1. Cancelled
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### 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.

MACC812-001	2018-07-31	Please contact instructor for details
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**Thank you!**