Computer-Assisted Midterm Accommodation
Online System
Student Guideline

Created by: Deborah Smith
Last updated: January 4, 2018
Overview

The Exams Office is thrilled to introduce our new online Midterm Accommodation system. This online application will replace the current paper-based process.

NOTE: This document refers to “midterm”, which includes any in-class test, quiz, midterm.

Getting Started

Login to the Midterm Accommodation system at https://eservices.queensu.ca/apps/easi/student, using your NetID and Password. This verifies that the user is a current student at Queen’s University.

Once logged in, you will be directed to the Dashboard. From the Dashboard, you will be able to enter requests for a computer-assisted midterm for your courses.
System Familiarization

Once you are into the system, note where things are. On the left hand side, personal information appears: your name, your email address, and your program. You will also see which term you are requesting accommodation for (current term only).

Under **My Accommodation Requests / Submitted Requests**, you will see requests you have submitted or accepted.

Under **Action Required**, you will see a list of tests that have been submitted by the instructor that you need to accept or decline accommodations for.
Submitting a computer-assisted midterm request

From the Dashboard, click **NEW REQUEST** at the top.

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

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.

Once a course is selected, the instructor name will populate.
My course or instructor name did not populate! What do I do?

If your course does not appear, choose OTHER, then enter the course you wish you request a computer-assisted midterm for. You must enter it in a specific format: ABCD123-001 (Department, Course Number, Section).

If your Instructor name does not populate, whether or not you selected from a drop-down or manually entered the information, choose OTHER, and enter their name.

Once course and instructor information is entered, enter the test date(s) for which you require accommodation this term, for the course selected. These must be entered as YYYY-MM-DD. Enter in all dates, and then click **Submit accommodation request**. If you have missed any required fields, or input the information in an invalid format, you will be prompted to complete that information.
Once you have successfully submitted your request, you will be redirected to the Dashboard, where you can see all submitted requests.

My Accommodation Requests

Contact the Exam’s 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>APSC10A-300</td>
<td>2017-11-11</td>
</tr>
<tr>
<td></td>
<td>2017-12-12</td>
</tr>
<tr>
<td></td>
<td>2017-09-30</td>
</tr>
<tr>
<td></td>
<td>2017-10-10</td>
</tr>
</tbody>
</table>

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**.

My Accommodation Requests

Contact the Exam’s 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

You currently do not have a submitted accommodation request this term. Click **+New Request** to get started.

Action Required

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>APSC131-100</td>
<td>2017-10-10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2017-11-11</td>
<td>View Details</td>
</tr>
</tbody>
</table>

In these cases, you do not need to submit the test information as you did under **+New Request**. Click **View Details** and you will see a list of tests for that course. By default, they are all selected; if you do not require accommodation for a
particular test, uncheck the checkmark to deselect. Once you have selected which tests listed you require accommodation for, click **Submit accommodation request**.

Once you have completed an item waiting under **Action Required**, you will see that course listed under **Submitted Requests**.

Currently, 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 a computer-assisted midterm request.
Thank you.

Your request for a computer-assisted midterm for APSC131-100 has been successfully submitted.

Please ensure we have a copy of your accommodation letter from Student Wellness Services.

We have received the test information from your instructor, and this information will be added to your computer-assisted midterm request.

Submitted test dates:
2017-09-20
2017-10-10
2017-11-11

Final details, including date, time, and location of your computer-assisted midterm(s) will be available the week prior to your scheduled test.

If you have a midterm on a Monday or Tuesday, final details will be available on the Wednesday prior. Example: You have a midterm on Monday, October 16. You will receive your email confirmation on Wednesday, October 11.

If you have a midterm on a Wednesday, Thursday, or Friday, final details will be available on the Friday prior. Example: You have a midterm on Thursday, October 26. You will receive your email confirmation on Friday, October 20.

Thank you,
Deborah Smith
Exams Administrator

Statement of Confidentiality: This message and any attachments are intended only for the use of the intended recipient(s), and may be privileged. If you are not the intended recipient, you are hereby notified that any review, transmission, conversion to hard copy, circulation or disclosure of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return email, and delete this message and any attachments from your system. Thank you.

Exams Office | Gordon Hall | Room 110 | Phone 333-2101 | Open weekdays 8:30-4:30
Receiving accommodated exam details

Emails with the details of your finalized computer-assisted midterm will be sent to you the week prior to your scheduled test. If you have a test on a Monday or Tuesday, details will be sent on the Wednesday prior. If you have a test on a Wednesday, Thursday or Friday, details will be sent on the Friday prior.

Thank you!

We encourage you to submit any feedback, suggestions, or questions so we can make the most improvements. Please send any to exams@queensu.ca; we appreciate all feedback, but may not be able to implement all suggestions. Thank you!