Hello,

We understand this term has had many changes and we appreciate your patience and perseverance. The Exams Office is working with faculties and instructors to ensure the December Assessment period runs as smoothly as possible.

**Time Zones**

Students are expected to write their exam between 8am-10pm in their local time zone. Procedures for providing accommodation for students writing outside the Eastern Standard Time Zone are being finalized and communication will be provided by your instructor/faculty later this month. Please monitor OnQ and email for further information.

**Exam Accommodations**

For any final exam that appears in your SOLUS exam schedule, exam accommodations will be made automatically for all students who have an active registration with Student Wellness Services. You do not need to make a formal request. However, if you **do not** wish your exam accommodations to be applied to your final exams, please notify us at exams@queensu.ca by November 30th, 2020.

If your exam does not appear in SOLUS, please contact your instructor with your Letter of Accommodation for further instructions.

Exam accommodations for students registered with Student Wellness Services and exam conflict forms are currently being processed for December exams. An announcement will be posted in OnQ once accommodations have been applied to the exam. Depending on the format of your exam, instructions may be provided to review your accommodations to verify their accuracy. If you have not received any communication regarding accommodations via OnQ or email 3-5 business days prior to your exam, please contact the Exams Office (exams@queensu.ca).

**General Information**

[Remote Proctoring page](https://examchat.queensu.ca) for further information regarding Examity/Proctortrack, privacy and security, user guides, and more.

[Academic Accommodations & Online Exams page](https://examchat.queensu.ca) for helpful information from Student Wellness Services

For technical issues that arise during the exam period, please contact the ITSC Exam Support Chat through LiveChat at [https://examchat.queensu.ca](https://examchat.queensu.ca) or call 613-533-6666

If you have any questions or concerns, please contact us at exams@queensu.ca.

Thank you,

Exams Team | Office of the University Registrar

Queen's University | 74 Union St. - Gordon Hall, Suite 110 | Kingston, ON - K7L 3N6

[queensu.ca/registrar/exams](http://queensu.ca/registrar/exams) | Hours of operation: 8:30-12 / 1:4:30
Queen’s University is situated on traditional Anishinaabe and Haudenosaunee Territory.

It’s our community. Keep it safe.

This message may contain confidential and privileged information. If it has been sent to you in error, please reply to advise the sender of the error and then immediately delete this message.

Queen’s is committed to an inclusive campus community. All communications from our department are available in alternate formats upon request.