Hello,

Our records indicate you are registered with Student Wellness Services requiring final exam accommodations. Please read the following information carefully.

Individual accommodation notices are not being sent this term.

If you are unsure of the format (e.g. timed exam, take home exam, essay due date) of your final assessment, please check:

- Course syllabus
- OnQ posts
- Email from Instructor
- Ask Instructor if necessary

Accommodated exam times do **not** appear in your SOLUS-listed exam schedule.

Student Wellness-approved accommodations will be applied as necessary to timed assessments within Examity, ProctorTrack, OnQ or D2L, and 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).

Law and Engineering students: If your exam is being administered via ProctorTrack, we cannot add accommodations until you have completed the onboarding process. Please do so no later than the dates listed below, or we cannot guarantee your accommodations will be in place.

**LAW STUDENTS:** Please do so no later than December 4  
**ENGINEERING STUDENTS:** Please do so no later than December 10

Please note the Exams Office is unable to provide rooming or equipment accommodations for remote assessments. For untimed assessments, many accommodations will be naturally resolved. Example: a take-home exam with a multi-day window for submission.

For **time of day or time between exam accommodations** (e.g. no mornings, or one exam per calendar day):

**Does the exam have a window for completion? Check:**

- Course syllabus
- OnQ posts
- Email from Instructor
- Ask Instructor if necessary
  - Exams via **Examity** have a 36 hour window for completion
  - Exams via **ProctorTrack** have no window for completion
  - Exams via **OnQ** or **D2L** may or may not have a window
The window for completion should allow you to write at a different time that meets your accommodation.

Example: You have two exams on the 12th, and an accommodation for one exam per calendar day. Exam A has a 36 hour window, meaning you can write Exam B on the 12th and Exam A on the 13th. This does not require Exams Office rescheduling or assistance.

If we have determined your exam requires Exams Office rescheduling to a different time, you will receive separate communication from our office by December 4.

Good luck!