To all Undergraduate Students (including Law):

**The December 2020 Exam Schedule is now available in the SOLUS Student Centre.**

**Please read all of the following information.**

**Where do I find the schedule?**

- On your SOLUS main page, under the ‘Academics’ section, click on the ‘other academic...’ dropdown menu;
- ‘Exam Schedule’ will be the 11th menu item listed. Click on it, then click on the ‘Go’ icon;
- From this screen, you will be able to view your Exam Timetable listing any centrally scheduled exams
- The date and time shown in SOLUS may be:
  - part of a larger window of allotted time
  - a remotely proctored, non-proctored, or take home exam, a project or essay due date, presentation date, etc.
- Further information regarding the details of your assessment, including applicable time zone concerns, will be provided at a later date by your instructor or faculty

**Remotely Proctored Exams**

- Using platforms called Examity or Proctortrack
  - You are strongly encouraged to write a practice exam with Examity and undertake the onboarding process for Proctortrack. Doing so will encourage familiarity with the systems and increase the likelihood of a successful final exam.
  - To access Examity or Proctortrack via onQ or D2L, navigate to your course and select the Examity or Proctortrack link in Content
    - From each dashboard you will be able to either schedule a practice exam in Examity or undertake the onboarding exam in Proctortrack as soon as they are made available (you will be notified via your instructor or faculty)
    - It is possible you will have to write an exam in both platforms, and therefore do both activities described above
  - For courses that use Elentra to administer assessments using Examity:
    - a scheduling URL will be sent to you so you can schedule your practice quiz at a time that works for you. An announcement will also be posted in your course page when this is available for scheduling
- **Support:** Should you have trouble during your remotely proctored exam, please contact:
  - The IT Support Centre by phone at 613-533-6666 or via the Service Portal
- **Information on remote proctoring can be found at:**
  - [http://www.queensu.ca/registrar/students/examinations/exams-office-services/remote-proctoring](http://www.queensu.ca/registrar/students/examinations/exams-office-services/remote-proctoring)
  - Remote proctoring guidelines can be found [here](#)
Conflicts

- The Exams Office accepts applications for resolution of the following conflicts ONLY:
  - Two exams at the same time
  - Three consecutive exams
    - (one 9 am, one 2 pm and one 7 pm exam slot)
  - Religious Observance:
    December 2020 final exams run December 10-23 inclusive. As always, students requiring accommodation for religious observance will be accommodated, provided they make their request in writing prior to the November 9 deadline. Students should read the religious accommodation FAQ found at http://www.queensu.ca/registrar/exams/conflicts and submit the form for exam conflicts by the November 9 deadline. Any students approved for religious accommodation should expect their exams to be rescheduled after the scheduled date and no later than December 23
- Forms are available online at http://www.queensu.ca/registrar/exams/conflicts and must be submitted via email to exams@queensu.ca by November 9, 2020. No late applications will be accepted.

Exchange Students (whose first language is not English)

- The Exams Office accepts applications from Exchange Students whose first language is not English for the use of a dictionary and a half hour of extra time on their exams.
  - Your Exchange Office will notify you if eligible for this accommodation
  - Students who wish to receive this accommodation will notify their Exchange Office by return email no later than November 9, 2020
  - The Exams Office will make the accommodations to applicable assessments
- This regulation applies to Exchange students only, and does not apply to students whose first language is not English.

Students registered with Student Wellness Services (SWS)

- Student Wellness Services includes Accessibility, Health and Counselling Services
- If you have been approved for accommodations through SWS, you do not need to request accommodations for SOLUS-listed December assessments. All accommodations will be implemented for applicable assessments
- Accommodated exams are scheduled at the same date and time as what is posted on SOLUS, unless a student’s accommodation prohibits us from scheduling at that time. If an accommodated exam must be moved, it will be moved to the nearest possible exam slot following the originally scheduled exam date and time
- If you do not require the accommodation, for any reason, including dropped courses, illness, alternate arrangements with instructor etc, you MUST cancel the accommodation, in writing, with the Exams Office at exams@queensu.ca.
- If you have an assessment that is NOT listed in SOLUS, please contact your instructor no later than November 30 for accommodation
Before you write...

Before you write your exam, please be aware of the following rules:

- **If you are sick the day of your examination:** It is recommended that students who are ill on the day of an examination not write the exam. Such students should seek health services, if needed, and follow-up with their home Faculty/School.

- Please ensure you have visited the restroom and have all your required items before beginning your exam.

- Your Queen’s Student Photo ID card or government-issued Photo ID will be required for any remotely proctored exam. Please ensure you follow the Examity or ProctorTrack guidelines:
  - Examy
  - Proctor Track
  - Student Photo ID

- Ensure you bring only the authorized aids for your exam.
  - **CALCULATORS:** The approved exam calculator is the Casio 991
    - **COMMERCE:** Commerce students may also use, for School of Business (COMM) exams only:
      - A calculator with the Commerce issued blue sticker
      - Sharp 10-digit financial calculator
      - Texas Instruments BA-II Plus financial calculator

Any inquiries can be directed to exams@queensu.ca. We wish you all the very best in your exams - Good luck!

Sincerely,

The Exams Team

Queen’s University | 74 Union St. - Gordon Hall, Suite 110 | Kingston, ON - K7L 3N6
613-533-2101 | queensu.ca/registrar/exams | Hours of operation: 8:30-12 / 1-4:30

Queen’s University is situated on traditional Anishinaabe and Haudenosaunee Territory

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