The Faculty of Arts and Science has designated the following dates for deferred exams: **For the May-June (6W1) session - July 8-9** and **for both May-July (12W) and July-August (6W2) sessions - Sept 8-11**. The Exams Office will set a conflict-free schedule and the IT Support Centre will provide technology support for students writing Deferred Exams during this time. Please note: A deferred exam may be granted due to extenuating circumstances. Approval requires a **Request for Academic Consideration** supported by appropriate documentation. Students can only write an exam early with approval from the Associate Dean (Academic) and support from the instructor. Approval is only granted in very exceptional circumstances.

### S21 Deferred Final Exams Information

**For FAS Instructors (updated April 20, 2021)**

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#### S21 Deadline Dates

<table>
<thead>
<tr>
<th>6W1</th>
<th>12W</th>
<th>6W2</th>
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<td>May-June</td>
<td>May-July</td>
<td>July-August</td>
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#### Proctored (Examtity) Exams during Deferred Exam Period

- Instructors email `aso.exams@queensu.ca` a list of students approved for a deferred exam in their course. ASO Exams emails `exams@queensu.ca` the final list. Exams Office or ASO place student accommodations into the onQ course.

  - May-June (6W1) – by 9am June 28
  - May-July (12W) – by 9am August 25
  - July-August (6W2) - by 9am August 25

  If instructors are using an alternate exam, send to `aso.exams@queensu.ca`.

#### Non-Proctored onQ Exams during Deferred Exam Period

- Instructors email `exams@queensu.ca` a list of students approved for a deferred exam in their course and specify whether (yes/no) they want Exams Office to input student accommodations into the onQ course.

  - May-June (6W1) – by 9am June 28
  - May-July (12W) – by 9am August 25
  - July-August (6W2) - by 9am August 25

  If a request for Exams Office to input accommodations is not made, the instructor is responsible for inputting student accommodations.

#### Deferred Exams held outside Deferred Exam Period

- Does not apply to instructors arranging their own deferred exam times

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#### Important Information

- Examity Exams run during a **24–36-hour window**. Example: In a 3-hour exam scheduled to start July 9 at 9 am, the latest time a student could sign up to write the exam would be 6 pm on July 10.

- Instructors are responsible for inputting their deferred exams into their onQ course.

  The following statement regarding the ITSC Helpdesk and Technical Support available to students writing exams should be in all quiz and exam headers:

  For Technical Support with your exam in onQ, please contact:
  - ITSC Exam Support Chat [https://examchat.queensu.ca](https://examchat.queensu.ca)
  - ITSC Exam Support Phone Line - 613-533-6666

  Instructors are encouraged to set up an Instructor Exam Chat with Queen’s ITSC. Complete the form at [Microsoft Teams Exam Support Channel](https://aka.ms/QSU-ITSC).

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#### Need Assistance?

- Contact: `aso.exams@queensu.ca`
- Contact: `ascremote@queensu.ca`