Timed Exams in onQ
F20 Non-Proctored Timed Exams scheduled in SOLUS

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Have questions? Need assistance? Contact the ASO Remote team at ascremote@queensu.ca
Important:

The Header within your exam needs contains this statement regarding the ITSC Helpdesk Technical Support available to students writing exams:

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

How to: In the Properties section of your Quiz, scroll to Page Header/Footer, and click “on” and copy and paste the following in the text box
Checklists and Workshop Recordings

The ASO Remote Teaching Support webpage at https://www.queensu.ca/artsci/remote-teaching has:

**Workshop recordings:**
- How to Set-Up Timed Midterms and Exams in onQ
- Effective Multiple-Choice Exams
- Written Exam Submissions in onQ
- Using Turnitin
- Using Crowdmark
- Proctored Exams

**How-to Documents**
Student Accommodations

The Queen’s Exam Office will be entering accommodations for individual students who have accommodations as outlined in their letters from Queen’s Student Accessibility Services (QSAS) received by the office by November 15, 2020.
Students in Other Time Zones

- Try to ensure equitable exam writing times for all students and have students take their exam between 8am and 10pm their time.
- You may wish to run an onQ Survey to discover if any students are in a time zone
- Instructors are responsible for setting up time zone accommodations within the exam

**Using the location listed in your PeopleSoft student list may not be the current location of the student.
Deferred Final Exams:

The Faculty of Arts and Science has designated Jan 13-16, 2021 as a common deferred exam period.

The Exams Office will set a conflict-free schedule and the IT Support Centre will provide tech support for students during this time.

More information on following slides
For instructors who wish to have deferred exams during this period and assistance from ASC Remote in setting up the exam

- Please contact ascremote@queensu.ca by December 10 to begin the process of scheduling and setting up your deferred exam. If you are using a different exam, please provide it at this time.

- Once your final exam has been written (or sooner), please send the ASC Remote Team your list of students needing the deferred exam. Final deadline for submitting your student list to ascremote@queensu.ca is December 22, 2020
For instructors setting up their own deferred exams with students

- there is no need to contact ascremote@queensu.ca or complete the above instructions.
Questions?
Need more information?

Please contact:
ascremote@queensu.ca