SYLLABUS AND EXAM STATEMENTS

Table of Contents

Exam Statements ................................................................................................................................. 2
   Academic Integrity ..................................................................................................................... 2
Syllabus Statements ......................................................................................................................... 3
   Communication and Privacy ...................................................................................................... 3
   Remote Proctoring ..................................................................................................................... 4
   Recording Synchronous (Live) Classes ..................................................................................... 5
   Academic Accommodations ....................................................................................................... 6
Exam Statements

Academic Integrity

Excerpted from the Guidelines for Remote Proctoring Tools and the Guidelines for Online-Live Proctoring:

Instructors are encouraged to provide clear communication to students regarding departures from academic integrity and the related consequences. The following statement should be included at the beginning of each remote-proctored exam:

Departures from academic integrity include plagiarism, use of unauthorized materials or services, facilitation, forgery, falsification, unauthorized use of intellectual property, and collaboration, and are antithetical to the development of an academic community at Queen’s. Given the seriousness of these matters, actions which contravene the regulation on academic integrity carry sanctions that can range from a warning or the loss of grades on an assignment to the failure of a course to a requirement to withdraw from the University. In the case of online exams, impersonating another student, copying from another student, making information available to another student about the exam questions or possible answers, communicating with another person during an exam or about an exam during the exam window, or accessing unauthorized materials, including smart devices, are actions in contravention of academic integrity.
Syllabus Statements

Communication and Privacy

Excerpted from the Guidelines for Remote Proctoring Tools:

All students must be informed at the start of the course that the instructor will be using a remote proctoring tool. In addition, it is recommended that instructors also address the use of the chosen remote proctoring tool at the outset of the course, whether the proctoring will be live or recorded, and the importance of academic integrity with students.

The course syllabus must therefore contain the following statements for students:

*The final exam and some tests/quizzes in this course will use remote proctoring provided by a third-party, cloud-based service that enables the completion of a proctored exam or test from an off-campus location, through onQ or Elentra. This online proctoring solution was chosen as part of the approach to maintaining academic integrity in online assessment. Precise details about how remote proctoring will be used in this course can be found in the “Getting Started with Remote Proctoring” content module in onQ or will be provided by the instructor.*

*When writing tests/exams using remote proctoring, you are connecting to the third-party service. Queen’s has conducted a privacy and security review of the services in accordance with Ontario’s privacy legislation.*

*You should also take measures yourself to protect your information by keeping your NetID password and challenge questions private, closing all applications prior to starting an exam/test, and ensuring your device is updated and safeguarded against malware.*

*For more information about remote proctoring, see the Student FAQs on the OUR Exams resource page for remote proctoring:*

[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

Excerpted from the Remote Proctoring Syllabus Statements and the Guidelines for Online-Live Proctoring:

Include this text in the course syllabus if a remote proctoring service will be used in this course:

*The final exam and some tests/quizzes in this course will use remote proctoring provided by a third-party, cloud-based service that enables the completion of a proctored exam or test from an off-campus location, through onQ or Elentra. This online proctoring solution was chosen as part of the approach to maintaining academic integrity in online assessment. Precise details about how remote proctoring will be used in this course can be found in the “Getting Started with Remote Proctoring” content module in onQ or will be provided by the instructor.*

*When writing tests/exams using remote proctoring, you are connecting to the third-party service. Queen’s has conducted a privacy and security review of the services in accordance with Ontario’s privacy legislation.*

*You should also take measures yourself to protect your information by keeping your NetID password and challenge questions private, closing all applications prior to starting an exam/test, and ensuring your device is updated and safeguarded against malware.*

*For more information about remote proctoring, see the Student FAQs on the OUR Exams resource page for remote proctoring: [http://www.queensu.ca/registrar/students/examinations/exams-office-services/remote-proctoring](http://www.queensu.ca/registrar/students/examinations/exams-office-services/remote-proctoring)*
Recording Synchronous (Live) Classes

Excerpted from the Remote Proctoring Syllabus Statements:

Include the following statement in the course syllabus if you plan to record your synchronous (live) classes or meetings and make the recordings available to students in your class afterwards:

*Synchronous (live) classes will be delivered in this course through a video conferencing platform supported by the University [MS Teams, Zoom]. Steps have been taken by the University to configure these platforms in a secure manner. Classes will be recorded with video and audio (and in some cases transcription) and will be made available to students in the course for the duration of the term. The recordings may capture your name, image or voice through the video and audio recordings. By attending these live classes, you are consenting to the collection of this information for the purposes of administering the class and associated coursework. If you are concerned about the collection of your name and other personal information in the class, please contact the course instructor to identify possible alternatives.*

*To learn more about how your personal information is collected, used and disclosed by Queen’s University, please see the general Notice of Collection, Use and Disclosure of Personal Information.*
Academic Accommodations

Excerpted from the Guidelines for Remote Proctoring Tools:

The course syllabus must contain the following statement for students who require academic accommodations in their exams as authorized by QSAS:

To have your accommodations applied to a remote-proctored exam please follow the instructions for the course, as outlined on the QSAS website. Your exam accommodations, as authorized by your Letter of Accommodation, will be incorporated into your Examity/Proctortrack exam session. Please note that exam accommodations that are uploaded for a specific exam are only visible to students once they begin their exam in the Exam Portal.