

The April 2022 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 rooms listed are only for on-campus exams
- **The date and time shown in SOLUS may be:**
 - part of a larger window of allotted time
 - an in-person exam, or remotely or non-proctored exam, alternate assessment (including a take home exam, a project or essay due date, presentation date, etc.)
- Your instructor will provide information on the format of the exam; this is often posted to announcements in OnQ, and/or sent via email. Please ensure you read all announcements and email. If further clarification is required, please ask your instructor for details.

[Covid protocols](#)

- Please sanitize your hands prior to entering the exam venue.
- To gain entry into an exam venue, students must show “approved to be on campus” status (green QR code) on the SeQure app, along with their Queen’s Photo ID.
 - Students who do not have approved status will not be permitted into the exam venue.
 - Once seated, students must turn off their phone and place it under their chair for the duration of the exam.
- Students must wear an ASTM F2100 Level 2 medical-grade mask covering their nose and mouth to write their in-person exam. Students who refuse to wear a mask, or wear one incorrectly, will not be permitted to enter or remain in the exam venue.
 - As per the [February 3 announcement](#), the University will supply students with an initial supply of masks. Additional details can be found on the Safe Return to Campus [website](#).

- During the attendance collection, students will be asked to briefly lower their masks to confirm their ID by the proctors.
- Please maintain social distancing where possible.
- Students who fall ill during an exam will not be permitted to return to the venue to complete the exam. An incident report will be shared with the student's instructor and faculty office. Students are encouraged to follow-up with their home Faculty/School.

Before you write...

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

- **All exam venues are scent-free. Please refrain from wearing scented products, including perfume or cologne, to your exam.**
- **If you are sick the day of your examination:** Students who are ill on the day of an examination will not be permitted to write in-person exams. Such students should seek health services, if needed, and follow-up with their home Faculty/School.
- Once arriving at the exam venue, please review the blackboard/whiteboard to determine which room(s) your exam is in. Please congregate near, but **DO NOT ENTER**, that room. If all rooms are hosting the same exam, you may congregate in the general area. The proctors will direct students into the room at the appropriate time.
 - Students must maintain 2 metre distancing when in line to enter the exam venue.
 - Please ensure you bring only items required for your exam as all other personal belongings, including all bags, must be left in the hallway. Queen's University assumes no responsibility for lost or stolen items.
 - Students will be provided hand sanitizer upon entering the exam venue.
 - Students may wear their coats into the exam venue, and they may be placed on the back of the chair.
 - If for any reason the coat impedes traffic in the aisle behind the chair, students will be required to adjust the placement of the coat to ensure safety standards are met.
 - Proctors may advise students of impediments, and students are to follow the direction of the proctors regarding coat placement.
- Please ensure you have visited the restroom and have all your required items before entering the exam venue. Once admitted to the exam venue prior to the exam beginning, students will not be allowed to exit the venue until after the first half hour of the exam (9:30 / 2:30 / 7:30).
- You will need your Student Photo ID Card to gain admittance to the exam venue. **A \$50.00 fine will be applied to those who do not bring their card.**

- Replacement cards can be requested by submitting the [request form](#) to student.card@queensu.ca.
- During the exam period, replacement cards are available Monday through Friday in Gordon Hall, Room 125 from 8:30 am to 4:30 pm.
- Double check that you have your card for an evening or weekend exam since the office is closed during those hours.
- Use of communication and electronic devices with memory and/or audio capabilities and/or web access is prohibited during an examination. **All electronic devices must be turned off and placed underneath the student's seat. This includes cell phones and smart watches.**
- Ensure you bring only the authorized aids for your exam.
 - **CALCULATORS:** The approved exam calculator is the Casio 991, or with an approved blue sticker for School of Business (COMM) exams *only*.
 - If you require a blue sticker for your calculator for a COMM exam, you should visit the Commerce Office no later than **April 8, 2022**.
 - If you do not have the correct calculator with you in the exam, you may be required to write the exam without a calculator. You will not be permitted to leave the exam venue to get a different calculator, nor should you expect spares to be present in the exam venue.
- Food/drink:
 - Students may bring water into the exam venue in a re-sealable container (items such as cans and/or disposable coffee cups are prohibited).
 - Food is prohibited in an exam venue and must be consumed in the hallway. If you need to eat, notify a proctor, who will escort you to the hallway. This applies to both main and accommodated venues.
- Students remaining within 15 minutes of the end of the exam duration will be required to remain seated until the very end of the exam period. Proctors will then dismiss students in rows from the exam venue.
- A full list of exam regulations can be found at: <http://www.queensu.ca/registrar/exams/regulations>.

[Students registered with Student Wellness Services \(SWS\)](#)

- Student Wellness Services includes Accessibility, Health and Counselling Services
- Do **NOT** attempt to submit a request for final exams to the Exam Accommodation System (EAS); it is not required.

- If you have been approved for accommodations through SWS, you do not need to request accommodations for SOLUS-listed April assessments. All accommodations will be implemented for applicable assessments.
- In order to guarantee that your accommodations will be in place for final exams, you must be registered with Student Wellness Services by **March 15**.
- **Accommodated exams are scheduled at the same date and time as what is posted on SOLUS, unless a student's accommodation prohibits 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**
- Accommodated exam times are not posted to SOLUS.
- You will receive an email accommodation notice for each SOLUS-listed exam, starting in early March. Please check your junk/clutter folder. If you have not received a notice 5 business days prior to your exam, please contact the Exams Office.
- **If you do not require the accommodation, for any reason, including dropped courses, illness, alternate arrangements with instructor etc, you MUST cancel the accommodation via email, with the Exams Office at exams@queensu.ca, 24 hours in advance of the exam. Failure to cancel and failure to appear will result in a \$45 fine per missed exam.**
- If you have an assessment that is NOT listed in SOLUS, please contact your instructor no later than **March 30** for accommodation.

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:**
 - April 2022 final exams run April 14-30 inclusive. Students requiring accommodation for religious observance will be accommodated provided they make their request in writing prior to the **March 15 deadline**. Students should read the religious accommodation FAQ found [here](#) and submit the form for exam conflicts by the March 15 deadline. If a religious accommodation has been approved, the eligible exam will be moved to the nearest possible exam slot following the originally scheduled exam date and time.
 - The Faith & Spiritual Life website is [here](#)
 - The Queen's multi-faith calendar is available [here](#)

- Forms are available online [here](#) and must be submitted via email to exams@queensu.ca by **March 15, 2022**. **No late applications will be accepted.**

Exchange Students (whose first language is not English)

- Exchange Students whose first language is not English are entitled to the use of a dictionary and 30 minutes of extra time on their mid-year and final exams in December and April.
 - The Exams Office has received a list of eligible students from each Exchange Office
 - Eligible students will receive a separate email from the Exams Office with instructions on completing their accommodation application via a Qualtrics survey by **February 23, 2022**.
 - Students must complete their accommodation application no later than **March 15, 2022**. **No late applications will be accepted.**
 - The Exams Office will make the accommodations to applicable assessments and will communicate details (including new locations for in-person exams) via email to students by **April 8, 2022**.
- This regulation applies to Exchange students *only*, and **does not** apply to other students whose first language is not English.

Remotely Proctored Exams

- Not every exam uses a remote-proctor service. Please review the information in **Where do I find the schedule?** above.
- Information on remote proctoring can be found at:
<http://www.queensu.ca/registrar/students/examinations/exams-office-services/remotely-proctoring>
- Your Queen's Student Photo ID card or government-issued Photo ID will be required for any remotely proctored exam. Only your photo and name need to be visible to the proctor; you may conceal all other personal information. Please ensure you follow the Examy or Proctortrack guidelines:
 - [Examy](#)
 - [Proctor Track](#)
 - [Student Photo ID](#)
- Remote proctoring platforms are Examy or Proctortrack
 - You are strongly encouraged to write a practice exam with Examy and undertake the onboarding process for Proctortrack by **March 15**. Doing so will encourage familiarity with the systems and decrease the likelihood of technical difficulties during your exam.
 - To access Examy or Proctortrack via onQ or D2L, navigate to your course and select the Examy 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.
- To maintain academic integrity standards, please ensure your camera is set up to clearly display your face during your exam. You must be clearly visible to the camera for the attempt to be judged valid.
- **Support:** Should you have trouble during your remotely proctored exam, please contact: The IT Support Centre by phone at 613-533-6666 or <https://examchat.queensu.ca>

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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