

The August 2-10, 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**, select the “Exam Schedule” tile to view your schedule.
- SOLUS only lists the on-campus location for an exam. If you are a remote student, view “My Class Schedule” to see the exam centre you selected when registering for the course.
- **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.

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.
 - 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 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. **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 **July 22, 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 a drink 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.
- Students are required to confirm their accommodations through [Ventus](#) for each SOLUS-listed exam. Your exam(s) will be listed in Ventus by July 8, and you are required to confirm your accommodations 10 days in advance of your exam date.
- In order to guarantee your accommodations will be in place for final exams, you must confirm your accommodations are required through Ventus at least 10 days in advance of the exam date. If you do not confirm you require your accommodations by the deadline, it will be assumed you do not require them for the exam.
- **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.**
 - If your exam is remote, Ventus will only show the SOLUS-listed date and time with your accommodations applied. To confirm your accommodations have been applied for your remote exam, reach out to your instructor.
- Accommodated exam times are not posted to SOLUS.
- For in-person exams, your accommodated arrangements will be published to Ventus and will be finalized at least 7 days in advance of your exam. If your accommodated arrangements are not displayed 5 days prior to your exam, please contact the Exams Office.
- For remote or instructor administered exams, your accommodation needs will be communicated to your instructor through Ventus. It is necessary to confirm your accommodations are required through Ventus. Failure to confirm indicates to your instructor your accommodations are not necessary for the exam.
- If you require assistance with Ventus, review the [Ventus Support Page](#).
- **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 or Ventus, 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 **July 20** 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:**
 - August 2022 final exams run August 2-10 inclusive. Students requiring accommodation for religious observance will be accommodated provided they make their request in writing prior to the **July 11 deadline**. Students should read the religious accommodation FAQ found [here](#) and submit the form for exam conflicts by the July 11 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 July 11, 2022**. **No late applications will be accepted.**

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/remote-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](#)
 - [Proctortrack](#)
 - [Student Photo ID](#)
- Remote proctoring platforms are Examy or Proctortrack
 - 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 Examy 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

This message may contain confidential and privileged information. If it has been sent to you in error, please reply to advise the sender of the error and then immediately delete this message.

Queen's is committed to an inclusive campus community. All communications from our department are available in alternate formats upon request.