

If you have already submitted your requests to the Exam Accommodation System (EAS), you may disregard this message.

Hello!

Our records indicate that you are a student registered with Student Wellness Services and are approved for exam accommodations.

If you have any quizzes, tests, or midterms (henceforth referred to as exams) in Winter courses for which you will require exam accommodations, you will need to submit a request through the Exam Accommodation System (EAS). **Submitting a request is a required step.** The deadline to submit a request is 10 days before the exam date. If you miss the deadline, you may not have the opportunity to write the exam with accommodation.

Attached you will find documentation for the [Exam Accommodation System \(EAS\)](#); please take a couple of minutes to read through it and follow the directions to submit your accommodated exam requests.

We have also set up two sessions where we will be available to walk you through the process of submitting midyear/final exam requests as well as midterm data into EAS, explain why we gather the data we do and what we do with it, and answer any questions. We encourage you to attend any session that fits your schedule:

- Tuesday, January 18 from 10:30-11:30 am: [Click here to join the meeting](#)
- Tuesday, January 18 from 2:30-3:30 pm: [Click here to join the meeting](#)

Due to COVID-19, all exams from January 10th to February 28th will be online exams. You must still submit requests for these exams, as your instructors will administer your accommodations. If classes return to in-person learning in March, paper-based exams will resume as well.

What do I need to do?

You will receive your course syllabi during the first week(s) of class, which should provide the dates of any exams that will occur during the term. **All students registered with Student Wellness Services are required to submit a request for each exam for which they will require exam accommodations by January 31 and no later than 10 days prior to the scheduled exam.** Please submit your request(s) through <https://eservices.queensu.ca/apps/eas/student>.

Accommodated exams are scheduled at the same date and time as the rest of the class (generally during class time) unless a student's accommodation prohibits us from scheduling at that time. If an accommodated exam must be moved, it will be moved to the nearest possible time following the originally scheduled exam date and time. Exams cannot be moved to accommodate personal conflicts.

Do not attempt to submit any requests for final exams in April. Exams which appear in SOLUS will be automatically accommodated and do not require a request.

Administration of Accommodated Exams

Paper-based Exams – **Paper-based exams will only take place after February 28th, if a return-to-campus is allowed.** The Exams Office will administer exams for students with one or more of the following accommodations:

- Private room
- 45 minutes *or more* of extra time per 1-hour exam
- Access to a computer

NOTE: All of these accommodations are eligible for Exams Office administration even if you do not intend to use all of your approved accommodations (e.g., You do not intend to use a computer for a math-based or multiple-choice exam but require your extra time).

You will be writing in-person in one of the accommodated venues (Mitchell Hall or Gordon Hall). Details of your accommodated exam will be published to EAS the week prior to your exam:

- If you have an exam on a Monday or Tuesday, the details will be published on the Wednesday prior.
- If you have an exam on a Wednesday, Thursday or Friday, the details will be published on the Friday prior.

Cancellation Policy

If you do not require an accommodation that you have requested, you must **email** exams@queensu.ca and include your name, student number, and the exam details for the accommodated exam you wish to cancel (course code, section, date and time of the exam). Students are solely responsible for making this cancellation to the Exams Office. **For each late cancellation (less than 24 hours) and/or failure to appear, you will be subject to a charge of \$45.**

NOTE: If you are not approved for one of the eligible accommodations (private room, access to a computer, 45 mins or more of extra time per 1-hour exam), your instructor will be administering your accommodated exam. **Submitting a request is still a required step** as your accommodations will be communicated to your instructor. Please refer to information from your instructor regarding your arrangements. If you have not received any communication regarding accommodations at least 5 days prior to your exam, please contact your instructor.

Online Exams – The Exams Office is unable to administer online exams in our accommodated venues. **Submitting a request is still a required step** as your accommodations will be communicated to your instructor. Please refer to information from your instructor regarding your arrangements (e.g. email, onQ announcement, etc.). If you have not received any communication regarding accommodations at least 5 days prior to your exam, please contact your instructor.

If the exam has a window of completion, the exam date of your request should be the starting date of the window. For example, if your exam has a 3-day window of completion starting on February 1, the exam date of your request would be February 1.

Instructor-Administered Exams – Some instructors choose to administer their own accommodated exams and that information will be posted to the EAS Portal as soon as it is received. In these cases, if you have not already done so, contact your instructor and provide a copy of your Letter of Accommodation no later than 10 days before your exam to receive accommodation.

Check EAS regularly to ensure you have the most up-to-date information.

Further information about accommodated exams can be found at <http://queensu.ca/registrar/exams/accommodations-SWS>.

Accommodated exams will be subject to the COVID-19 health & safety protocols outlined at <https://www.queensu.ca/safereturn/health-safety>.

If you have any questions, please contact us at exams@queensu.ca.

Thank you,

Exams Team | Office of the University Registrar
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.

Exam Accommodation System (EAS)

Student Guideline

Created by: The Exams Office
Updated: December 2021

For January 2022 to February 2022, the Exams Office will **not** be administering any in-person exams as per the University's [announcement](#) to transition to remote course delivery.

Further communication will be sent out to departments and faculties should the University decide to transition back in-person course delivery.

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Overview

Within the Exam Accommodation System (EAS), *exam* refers to any quiz, test, or midterm.

The Exams Office uses EAS to manage accommodations for exams during the term: September 7 – December 3, 2021 (Fall) and January 10 – April 8, 2022 (Winter). This provides a portal for instructors to enter details of planned exams and a portal for students registered with Student Wellness Services to request accommodations for their exams. The Exams Office collates this data along with students' accommodation requirements and schedules all exams accordingly. Depending on the student's accommodations and the format of the exam, the exam may be administered by either the Exams Office or the instructor.

The Exams Office administers in-person accommodated exams for students approved for a private room, 45 minutes or more of extra time per 1-hour exam, or access to a computer. For all other accommodations and online exams, the Exams Office will provide accommodation information to the instructor for implementation.

If you have any exams for which you will require accommodation, you will need to submit a request through the EAS Portal. **Submitting a request is a required step.** The deadline to submit a request is 10 days before the exam date. **If you miss the deadline, you may not have the opportunity to write the exam with accommodation.**

For any final exam that appears in your SOLUS exam schedule, accommodations do not require a request and will be made automatically for all students who have an active registration with Student Wellness Services.

Accommodated exams are scheduled at the same date and time as the rest of the class (generally during class time) unless a student's accommodation prohibits us from scheduling at that time. If an accommodated exam must be moved, it will be moved to the nearest possible time following the originally scheduled exam date and time. Exams cannot be moved for personal conflicts.

Process

1. Login to [EAS](#)
2. For each course:
 - a. enter exam dates for the entire term, *OR*
 - b. accept exam dates already visible (as submitted by the instructor)
3. If it is indicated the exam is being administered by the instructor, contact them and provide a copy of your Letter of Accommodation no later than 10 days prior to the exam date
4. Check back regularly to stay up to date on your scheduled accommodated exams

Getting Started

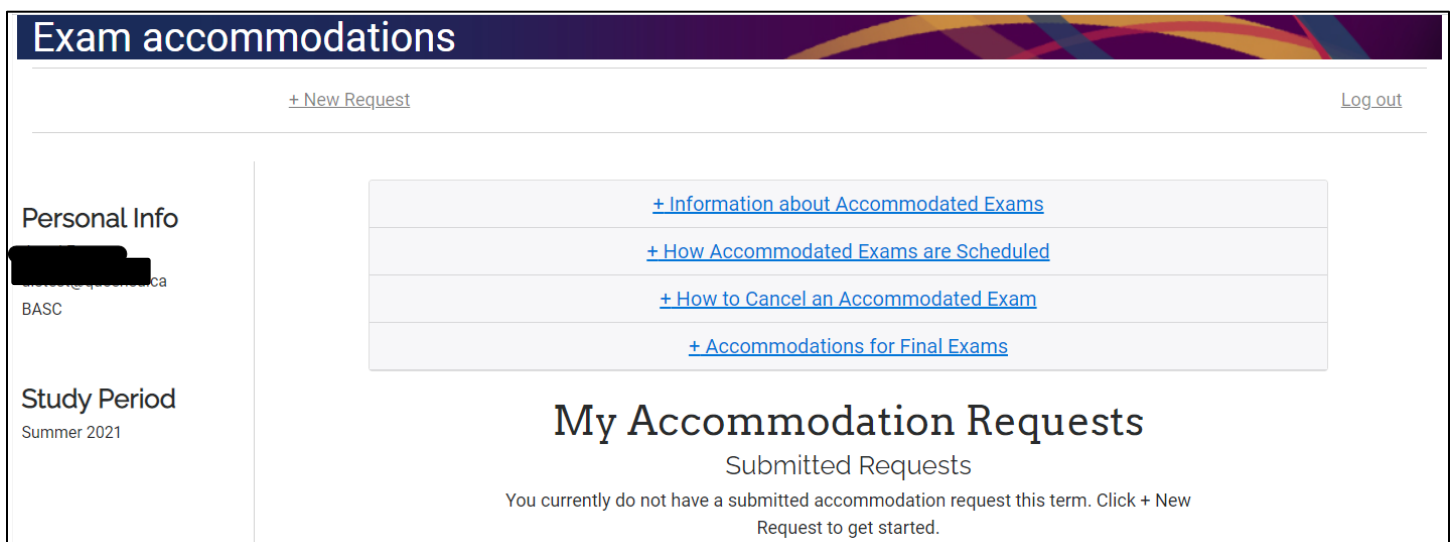
You will receive your course syllabi during the first week(s) of class, which should provide the dates of any exams that will occur during the term. **Please submit a request for each exam for which you will require accommodation by September 30 (Fall)/January 31 (Winter) and no later than 10 days prior to the scheduled exam.**

Submitting a request is a required step. Depending on your accommodations and the format of the exam, your exam will be administered by the Exams Office or your instructor. If your exam is being administered by your instructor, your accommodations will be communicated to them for implementation.

Do not attempt to submit any requests for final exams in December/April. Exams which appear in SOLUS by Thanksgiving (Fall)/Family Day (Winter) will be automatically accommodated and do not require a request.

Login to the Exam Accommodation System (EAS) at <https://eservices.queensu.ca/apps/eas/student>, using your NetID and password. The system is only available to current students at Queen's University.

Once logged in, you will arrive at the Dashboard. From the Dashboard, you will be able to enter requests for accommodated exam(s). You will find important information about accommodated exams here as well. Note your personal information and current term is located on the left-hand side.



Exam accommodations

[+ New Request](#) [Log out](#)

Personal Info
[Redacted]@queensu.ca
BASC

Study Period
Summer 2021

[+ Information about Accommodated Exams](#)

[+ How Accommodated Exams are Scheduled](#)

[+ How to Cancel an Accommodated Exam](#)

[+ Accommodations for Final Exams](#)

My Accommodation Requests

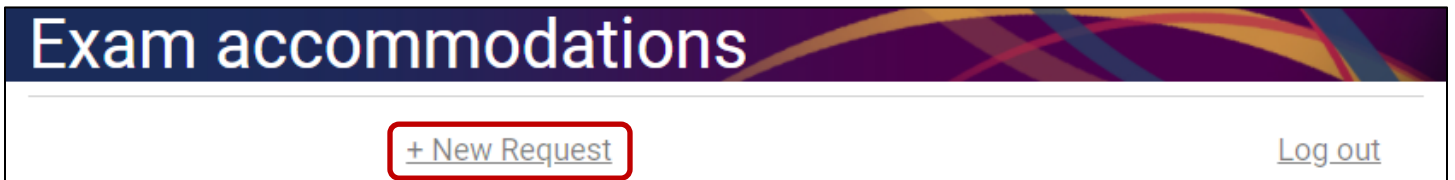
Submitted Requests

You currently do not have a submitted accommodation request this term. Click + New Request to get started.

Submitting a Request

*NOTE: At any time during the submission of a new request, you may return to the Dashboard by selecting **HOME** at the top.*

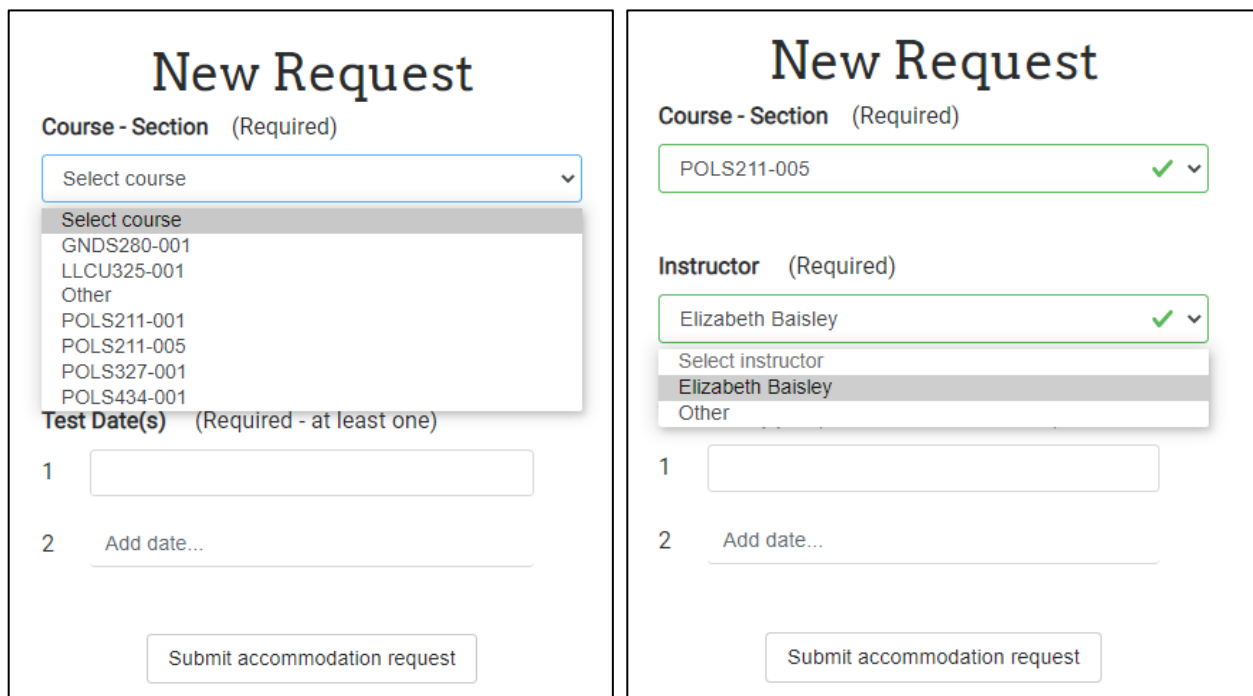
Select **+NEW REQUEST** at the top.



You will be taken to the submission page to enter a new request.

Using the **Course-Section** drop-down, select your course from the list. If the course does not appear, select **Other**. You must enter the course and section.

Once a course is selected, the instructor name(s) will populate. Select the correct instructor. If the Instructor does not appear, select **Other** and enter the instructor's name.

Two side-by-side screenshots of a "New Request" form. The left screenshot shows the "Course - Section (Required)" dropdown menu open, displaying a list of options: "Select course", "GND280-001", "LLCU325-001", "Other", "POLS211-001", "POLS211-005", "POLS327-001", and "POLS434-001". Below this is the "Test Date(s) (Required - at least one)" section with two input fields labeled "1" and "2", each with an "Add date..." link. A "Submit accommodation request" button is at the bottom. The right screenshot shows the same form with "POLS211-005" selected in the "Course - Section" dropdown and "Elizabeth Baisley" selected in the "Instructor (Required)" dropdown. The "Test Date(s)" section is also visible.

Enter the exam date(s) for which you require accommodation this term, for the course selected. These must be entered as YYYY-MM-DD. You can remove any date from the list by selecting the X to the right of the date.

New Request

Course - Section (Required)

POLS211-001 ✓

Instructor (Required)

Elizabeth Baisley ✓

Test Date(s) (Required - at least one)

1 2021-07-30 ✓ ×

2 2021-08-05 ✓ ×

3 Add date...

Submit accommodation request

New Request

Course - Section (Required)

Other ✓

Specify Course - Section (Required)

MATH369-001 ✓

Instructor (Required)

Other ✓

Specify Instructor (Required)

John Smith ✓

Test Date(s) (Required - at least one)

1 2021-07-28 ✓

2 Add date...

Submit accommodation request

If you have missed any required fields, or input the information in an invalid format, you will be prompted to correct the information.

New Request

Course - Section (Required)

Other ✓

Specify Course - Section (Required)

MATH 369 ×

Invalid course-section format (Expected format is MUSC123-001 or MUSC123A-001)

Instructor (Required)

Other ✓

Specify Instructor (Required)

×

Please specify an instructor

Test Date(s) (Required - at least one)

1 July 28 ×

Date is in incorrect format, must be YYYY-MM-DD

2 Add date...

Submit accommodation request

When everything is correct, select **Submit accommodation request** at the bottom. You will be redirected to the Dashboard, where you can see all submitted requests.

My Accommodation Requests		
Submitted Requests		
Course	Original Exam Date	Accommodated Exam Details
POLS211-001	2021-07-30	Pending
	2021-08-05	Pending
MATH369-001	2021-07-28	Instructor-administered: Send your Letter of Accommodation to your instructor

Repeat the process above for all courses for which you require an accommodated exam this term.

If an Instructor has submitted exam information in advance of your request, you will have courses listed under **Action Required**. In these cases, you do not need to submit the exam information as you did under **+New Request**. Click **View Details** for a course and you will see a list of exam dates for that course.

Action Required		
Course	Dates	Actions
POLS211-001	2021-08-05 2021-08-08 2021-08-10 2021-08-12	View Details
GNDS280-001	2021-07-28	View Details
POLS327-001	2021-07-30 2021-08-02	View Details

By default, they are all selected; if you do not require accommodation for a particular exam, uncheck the checkmark to deselect.

New Request

Course - Section

Instructor

Test date(s) (Required - at least one)

1

2

3

4

New Request

Course - Section

Instructor

Test date(s) (Required - at least one)

1

2

3

4

When you have selected which exam dates you require accommodation for, click **Submit accommodation request**. You will be redirected to the Dashboard and will see that course listed under **Submitted Requests**.

My Accommodation Requests

Submitted Requests

Course	Original Exam Date	Accommodated Exam Details
POLS211-001	2021-07-30	Pending
	2021-08-05	Pending
	2021-08-10	Pending
GND280-001	2021-07-28	Pending
POLS327-001	2021-08-02	Pending
MATH369-001	2021-07-28	Instructor-administered: Send your Letter of Accommodation to your instructor

Changes cannot be made once an entry has been submitted. If you need to change any information, please contact exams@queensu.ca.

You will receive a confirmation email for each course for which you have submitted an accommodated exam request. If you did not receive the confirmation email, check the EAS Dashboard to verify your accommodation request is listed. It is possible the email is in your junk and clutter folder. Emails will only be sent to your Queen's email.

Administration of Accommodated Exams

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Paper-based Exams

The Exams Office will administer exams for students with one or more of the following accommodations:

- Private room
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You will be writing in-person in one of the accommodated venues (Mitchell Hall or Gordon Hall). Details of your accommodated exam will be posted to EAS the week prior to your exam:

- If you have an exam on a Monday or Tuesday, the details will be posted on the Wednesday prior.
- If you have an exam on a Wednesday, Thursday or Friday, the details will be posted on the Friday prior.

My Accommodation Requests		
Submitted Requests		
Course	Original Exam Date	Accommodated Exam Details
POLS211-002	2021-08-06	2021-08-06 9:00 AM-9:53 AM Rm 300 Mitchell Hall - semi-private

Cancellation Policy

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NOTE: If you are not approved for one of the eligible accommodations (private room, access to a computer, 45 mins or more of extra time per 1-hour exam), your instructor will be administering your accommodated exam. **Submitting a request is still a required step** as your accommodations will be communicated to your instructor. Please refer to

information from your instructor regarding your arrangements. If you have not received any communication regarding accommodations at least 5 days prior to your exam, please contact your instructor.

My Accommodation Requests		
Submitted Requests		
Course	Original Exam Date	Accommodated Exam Details
POLS211-002	2021-08-06	Paper-based: Instructor will be administering

Online Exams

The Exams Office is unable to administer online exams in our accommodated venues. **Submitting a request is still a required step** as your accommodations will be communicated to your instructor. Please refer to information from your instructor regarding your arrangements (e.g. email, onQ announcement, etc.). If you have not received any communication regarding accommodations at least 5 days prior to your exam, please contact your instructor.

My Accommodation Requests		
Submitted Requests		
Course	Original Exam Date	Accommodated Exam Details
POLS211-002	2021-08-06	Online: Instructor will be administering

Instructor-Administered Exams

Some instructors choose to administer their own accommodated exams and that information will be posted to EAS as soon as it is received. In these cases, you must contact your instructor and provide a copy of your Letter of Accommodation no later than 10 days before your exam to receive accommodation.

My Accommodation Requests		
Submitted Requests		
Course	Original Exam Date	Accommodated Exam Details
POLS211-002	2021-08-06	Instructor-administered: Send your Letter of Accommodation to your instructor

Important Information Regarding Accommodated Venues

- **All venues are scent-free.** Please avoid wearing scented products, particularly perfume or cologne.
- Please report fifteen (15) minutes prior to writing.
- You are required to present your Queen's Student Photo ID at all exams.
- Scrap paper will be provided.
- You must return all materials including your exam paper to the proctor.
- Food/Drink are not permitted at your assigned desk. All food/drink must be stored and consumed at the proctor station.

- The proctor is unable to respond to queries about the interpretation of exam questions and may be unable to contact your instructor for clarification. Do your best to answer exam questions as written.
- If you miss an exam, you must contact your instructor for any other arrangements regarding that exam.

If you have any questions, please contact the Exams Office at exams@queensu.ca.

Thank you!