

Instructor Exam Request Guideline

Created by: The Exams Office
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Contact Information

- Please email us at exams@queensu.ca or connect with one of us via Teams.
- Exams staff includes:
 - Stuart McPherson (SWM5), Manager
 - Kyla Lutz (KJL9), Exams Team Lead
 - Katie Walker (MTY), Exams Administrator
 - Max Amatsuji-Berry (MAB24), Exams Administrator
 - Coral Prosser (PROSSERC), Exams Assistant

What do I need to know?

As long as an exam request is made by the specified deadline date, the following will apply:

- The Exams Office will schedule the exam (“centrally scheduled”)
- The exam will appear on the official final exam timetable, posted to SOLUS
- The Exams Office will make accommodation for any student with:
 - An official exam conflict (Two at the same time, three consecutive)
 - A religious conflict (applications are vetted by the Faith & Spiritual Life Office)
 - Active registration at Student Wellness Services

NOTE: The Exams Office will NOT make accommodation for any personal conflict (surgery, family illness, work, alternate obligation, etc). This is up to the Instructor to approve (subject to faculty guidelines) and administer; the Instructor should contact their Department Head for assistance if necessary.

NOTE: The final exam periods in December and April may NOT be used as a deferral period for students who have missed a previous exam. As exam halls are assigned based on current enrolments, there is not space in the halls for students who are not currently registered in the course.

- Instructors are asked to be available during the final exam in person or by phone. We ask Instructors to stop by both the main venue as well as any accommodated venues to check in with students. If unable to do so, Instructors are asked to nominate a colleague who can be contacted in their stead in the case of student questions.
- The use of computers is only permitted for students who are approved through Student Wellness Services, and in those cases, it is the use of Word or specialized software.
 - The Exams Office cannot administer any exam that permits the use of a computer, either as an allowed aid or method of completing the exam (such as remote proctoring or online exams).
- We encourage questions! Don’t be afraid to ask; we’re here to help.

Submitting exams

- Due to the required formatting and security of final exams, the Exams Office requires a hard copy of exams to be submitted in person. Do not send exams via campus mail. **Electronic versions will not be accepted.**
- Exam print deadlines are firm and are generally two weeks prior to the exam date. This is to ensure that the Exams Office has enough time to receive, process, print and pack exams. *Late submissions will not be accepted.* Department Administrative Assistants are provided with the print deadlines by early November for Fall term and early March for Winter term.
- Please ensure the cover page of your exam is done correctly. Department Administrative Assistants are provided with a template by early November for Fall term and early March for Winter term.

Exam pick-up

- The Exams Office is open for exam pickup Monday-Friday from 8:30-4:30 only. Anyone picking up exams should be prepared to show Photo ID; if not a listed Instructor, TA or Department Administrator, the designate will also need to provide a letter of authorization from the Instructor before the exams will be released.
- Any exam can be picked up directly from the exam hall at the end of the exam. Exams will not be released until all exams written in the hall are accounted for. It is recommended instructors arrive at the hall by the end time (generally 12, 5 and 10 pm), and be prepared to wait up to 15 minutes to receive them.

Making an Exam Request

As an Instructor, you are required to submit an exam request for every section of every course that has an exam. The Exams Office does not know which course sections are having an exam, or a common exam, unless you tell us. **Any section that does not have an exam request made will not be scheduled.**

The exam request webform is open for a set amount of time to receive requests each term. They are as follows:

- **FALL TERM**
 - Open no later than September 8 and closes the last day of add/drop. Often it will open in late August.
- **WINTER TERM**
 - Open no later than January 5 and closes the last day of add/drop. Often it will open in late December, just prior to the University closing.
- **SUMMER (6W1, 12W, 6W2) TERM**
 - Open no later than May 5 and closes approximately 8 days later.

THE EXAM REQUEST DEADLINES ARE FIRM. NO LATE REQUESTS WILL BE ACCEPTED, REGARDLESS OF COURSE SIZE. IF AN EXAM REQUEST IS NOT SUBMITTED BY THE COMMUNICATED DEADLINE, THE FOLLOWING APPLIES:

Anyone who misses this deadline will be responsible for:

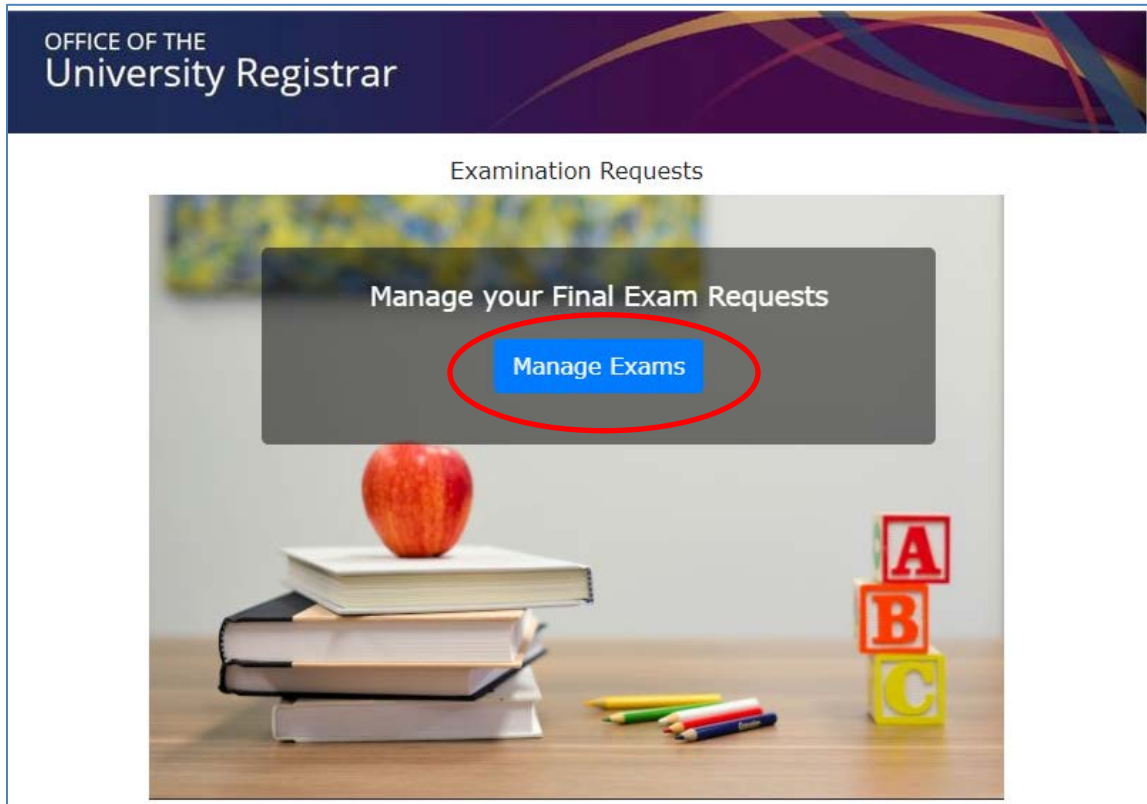
- Advising students of the date, time and location of the exam (it will not be posted to SOLUS)
- Proctoring their own exam
- Printing their own exam
- Providing any answer booklets required
- Collecting, processing and administering any final exam accommodations
- Administering any exams for conflicts

The Exams Office will:

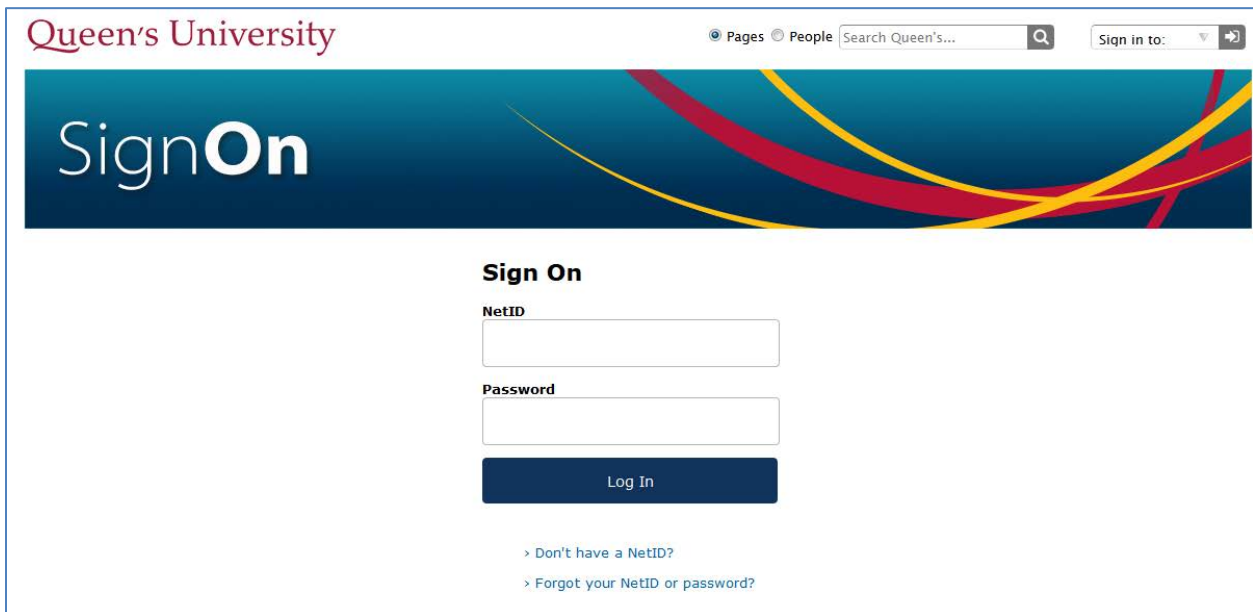
- Work to find a date and time that is as conflict-free as possible
- Find a room(s) for your exam

The deadline is firm, and exceptions will not be made, regardless of course size

The exam webform is found at <https://qservices.queensu.ca/webapp/iservices.php>.



Once you click “Manage Exams”, you will be asked to sign in with your NetID and Password.



You must confirm your information, which appears based on your Net ID login. Make changes if necessary, then click "Continue".

You have been located in the Exam Requests database as:

Name

Carlye Oda

Email Address

carlye.oda@queensu.ca

Daytime Telephone

6135332101

🔊 **Announcements**

If you are running an exam for the entire class via remote proctoring (Examity, Proctortrack) or in onQ, you must choose PRIVATE administration. The Exams Office can only administer in person, paper exams. If you have any students who will be writing a paper exam you want proctored by the Exams Office, choose Central Administration. **For proactive preparation, in the "Additional Information" text box at the bottom of the request, please indicate the type of assessment & delivery (e.g. Examity, onQ, take home, etc) that will be used in case of a remote exam session.

[Continue](#)

Click "Continue" to submit an exam request. If you have made a mistake in the previous screen, you can click "Return to Main" and it will take you back to the first page.

Final Examination Requests for Winter 2022 (to run April 14-30, 2022).

Click "Continue" below to submit your exam requests for Winter 2022 courses. Do not forget to enter a request for each course section requiring an exam.

[Continue](#)

The **FIRM** deadline to submit a Winter 2022 exam request is January 21 at 4:00 p.m.

[Return to Main](#)

You can now submit a new Exam Request. Click “Create a new exam request” to begin.

Create a new exam request

Modify or duplicate a submitted exam request

(The database does not contain any Examination Requests submitted by you.)

Please select an exam request:

Course	Sec	Includes multiple courses or sections	Common Time With	Common Paper With
Edit Copy Delete				

[Return to Main](#)

Course Details

From the drop-down menu, choose the correct Department:

You must complete this form for **EACH COURSE SECTION** of a course that requires an exam.
DO NOT submit an exam request if you do not require an exam.

Part I: Exam Request

Course Details:

Department: *** Please choose your Department ***

Course:

Instructor in Charge of the Course

Name:

Office Phone:

Home or Cell Phone:

E-mail:

Second Instructor (or Teaching Assistant)

Name:

Office Phone:

Home or Cell Phone:

E-mail:

Exam Details: (Please answer all fields)

Do you need your exam administered by the Exams Office? Yes No

EXAMS OFFICE will administer the exam including printing exams (if received by deadline), proctor the exam and take attendance. Alternate exam arrangements will be made by the Exams Office for students with authorized conflicts or other

NOTE: Once you have submitted an exam request, any subsequent requests will default to the original department you selected. You can simply reselect a different department if needed.

From the drop-down menu, choose the correct course and section:

You must complete this form for **EACH COURSE SECTION** of a course that requires an exam.

DO NOT submit an exam request if you do not require an exam.

Part I: Exam Request

Course Details:

Department: Testing testing

Course: *** Please choose your course and section ***

Instructor in Charge of the Course

Name: Test 123 001

Office Phone: Test 456 001

Home or Cell Phone: Test 789 001

E-mail: deborah.smith@queensu.ca

NOTE: once an exam request has been made, that course section disappears from the drop-down menu so that it can't be used again.

Instructor information

The name, office phone and email prepopulates from the confirmation you made when you logged in. Instructors should add their home or cell phone for contact away from the office. Please ensure you are only entering an @queensu.ca email address. This email address will be used for communication throughout the term and we are prohibited from emailing sensitive information to a non @queensu.ca email address.

If there is a second instructor or TA who will be visiting the exam halls or can answer questions, this information should be put in the appropriate spaces below. Having this information helps us help you.

Instructor in Charge of the Course: (all four fields are required)

Name: Smith, Deborah

Office Phone: 79357

Home or Cell Phone: 613 533 2101

E-mail: deborah.smith@queensu.ca

Second Instructor (or Teaching Assistant) for this course section:

Name: Carlye Oda

Office Phone: 79103

Home or Cell Phone: 613 533 2101

E-mail: carlye.oda@queensu.ca

Exam details

This information is required to schedule exams.

If you want the Exams Office to administer (proctor) the exam (referred to as a Centrally Administered exam), select Yes.

If you wish to proctor it yourselves (referred to as a Private exam), select No.

Exam Details: (Please answer all fields)

Do you need your exam administered by the Exams Office?

- Yes **EXAMS OFFICE** will administer the exam including printing exams (if received by deadline), proctor the exam and take attendance. Alternate exam arrangements will be made by the Exams Office for students with authorized conflicts or other special requirements.
- No This will be a **PRIVATELY HELD EXAM**. This means the Exams Office will book a room for your exam, enabling you to seat your students at every other desk. The **INSTRUCTOR IS RESPONSIBLE** for printing exams, proctoring the exam, and taking attendance. Alternate exam arrangements will still be made by the Exams Office for students with authorized conflicts or other special requirements.

NOTE: If you select No (you wish to administer your own exam), another text box will appear where you can enter a preferred location for your exam to be held. We cannot grant requests for rooms that are in use for centrally administered exams (primarily Dunning and Walter Light Halls).

- No This will be a **PRIVATELY HELD EXAM**. This means the Exams Office will book a room for your exam, enabling you to seat your students at every other desk. The **INSTRUCTOR IS RESPONSIBLE** for printing exams, proctoring the exam, and taking attendance. Alternate exam arrangements will still be made by the Exams Office for students with authorized conflicts or other special requirements.

Preferred location:

Harrison-Lecaine 124

Many exams will be written by multiple courses or course sections, and need to be scheduled at the same time and/or considered the same group of students.

Does this exam include multiple courses or sections?

Is the exam for this course section tied to another course or section? If YES, list them in the **Courses/Sections** field, including the course or section of this request.

- If the exam includes two courses from the same department, record it as: CIVL 471/880
 - (Department | course number/ course number)
- If the exam includes two departments but same course number, record it as: MATH/MTHE 272
 - (Department/Department | course number)
- If it's the same department and course but different sections, record it as: COMM 104 001-006
 - (Department | Course number | Applicable sections that are writing the same exam at the same time)

Sections or courses that need to write at the same TIME?

Does the exam for this course section need to run at the same time as another course or section? List them all here, including the course section of this request. This may be the exact same as the previous question's entry.

- If the exam includes two courses from the same department, record it as: CIVL 471/880
 - (Department | course number/ course number)
- If it's two departments but same course number, record it as: MATH/MTHE 272
 - (Department/Department | course number)

- If it's the same department and course but different sections, record it as: COMM 104 001-003
 - (Department | Course number | Applicable sections that are writing at the same time)

Sections or courses that will be writing the same EXAM

Does the exam for this course section have the same exam as another course or section? List them all here, including the course section of this request. This may be the exact same as the previous question's entry, or may exclude part of the previous entry if that course or section has a different exam.

- If the exam for this course section will not be the same as any other course or section, leave this blank.
- If the exam for this course section will be the same as another course or section, record all course sections writing the same exam:
 - COMM 104 001-003
 - (Department | Course number | Applicable sections that are writing the same exam)

NOTE: Any exam that needs to run at the SAME TIME as another exam but has a DIFFERENT PAPER will be placed in a different building.

In the example below, COMM 104 001-006 are listed as joined exams. All six sections must be scheduled at the same time, but sections 001-003 are writing one exam, and sections 004-006 are writing a different exam. Enter the grouping that includes the section for which you are submitting the request.

E.g. requests for sections 001, 002 or 003 would enter COMM 104 001-003 (as listed below) and sections 004, 005 or 006 would enter COMM 104 004-006.

Does this exam include multiple courses or sections?

Yes

Courses/Sections:

COMM 104 001-006

Example: CIVL 471/880 or MATH/MTHE 272 or COMM 181 001-003 (which implies sections 001, 002 & 003)

Sections or courses that need to write at the same TIME

Input applicable courses or sections which will be writing an exam at the same time (including the course section of THIS request).

COMM 104 001-006

For example, CIVL 471/880 or MATH/MTHE 272 or COMM 181 001-003 (which implies sections 001, 002 & 003).

Sections or courses that will be writing the same EXAM

Of the courses or sections that were entered above in common exam time, please input those which will be writing the same paper.

COMM 104 001-003

For example, if COMM 181 001-003 are writing at the same time, but 001 is writing a different paper than 002 & 003, the request for section 001 would not enter anything here, but the requests for sections 002 and 003 should be inputted as COMM 181 002-003

NOTE: Once the exam request has been made, if there is another exam running with the exam in this request, you can use the COPY function to submit the same request for another course or section. This process is explained on page 17.

Confidential Exams

All exams, unless granted confidential status by the faculties, will be posted to the ExamBank the following October. If an instructor wishes to have a Confidential exam, they choose that here, and then must submit a request to their faculty for approval by October / February / June 1. This must be done each term*. Exams not approved for Confidential status by the Faculty will be posted to the ExamBank.

**The Faculty of Arts & Science does manage a master list of approved courses, eliminating the need for those courses to submit a request each term. You must still enter your preference in the exam request form.*

Part II: Confidential Exams

No exam papers are permitted to leave the exam hall with students.

Per Senate policy, prior years' final exam papers will be made available annually to students for reference purposes; they are published to the ExamBank in October of each year, and will remain posted for 10 years. Exemptions from the policy for exam papers must be granted by the relevant Faculty or School and are known as **CONFIDENTIAL EXAMS**; once granted confidential status, that term-specific exam paper is not published.

A request for confidential exam status **MUST** be received from your Faculty/School Office. **It is the instructor's responsibility to obtain approval each term.** Please contact the relevant Faculty/School for information directly.

I am requesting a confidential exam:

- Yes - Exam will not be published to the ExamBank if approved by the Faculty/School
- No - Exam will be published to the ExamBank in October

Exam Aids Allowed / Duration

This collects the information needed to ensure your exam is scheduled properly. The information provided here will be echoed back to instructors in early November / March.

Calculator: The only approved calculator permitted in an exam venue is the Casio 991.

EXCEPTION: The School of Business permits calculators with a Blue sticker (issued by them), for COMM courses only.

- For ECON 110A 003-004, students may use the blue stickered calculator.

You may not approve a different calculator. Students attending an exam without an approved calculator will be left without one for the exam. Please ensure your class is aware of the approved calculator.

Part III: Exam Aids Allowed/Duration

What aids are you allowing in your exam?

Calculator: Yes No Select: *** Please select ***

Formula Sheet: Yes No Select: *** Please select ***

Notes: Yes No Select: *** Please select ***

Options in dropdown: *** Please select ***, *** Please select ***, Casio 991 (all faculties), COMMERCE: Blue sticker

Formula Sheet: Please indicate whether you will include a formula sheet with the exam, or if a student may bring one in.

Part III: Exam Aids Allowed/Duration

What aids are you allowing in your exam?

Calculator: Yes No Select: *** Please select ***

Formula Sheet: Yes No Select: *** Please select ***

Notes: Yes No Select: *** Please select ***

Textbooks: Yes No Select: *** Please select ***

Options in dropdown: *** Please select ***, *** Please select ***, Included with exam, Student may bring (please specify)

If you select “Student may bring (please specify)”, an additional text box will appear for details (e.g. one page single sided).

Formula Sheet: Yes No Select: Student may bring (please specify)

One page single sided

Notes: Please indicate whether any notes are permitted. If you select Yes, an additional text box will appear for details (e.g. Course notes, or 1 page, double sided typed).

Notes: Yes No Please Specify: Course notes

(e.g. Course notes or 1 single side 8.5x11 page)

Textbooks: Please indicate whether any textbooks are permitted. If you selected Yes, an additional text box will appear for details.

Textbooks: Yes No Please Specify: Math is Fun by Someone Smart

Other: Please enter any other permitted aids.

Other (please specify):

NOTE: We are unable to administer any exam with digital resources (e.g. onQ material)

Duration of exam:

Please ensure, when selecting the duration of your exam (1 HR, 1.5 HR, 2 HR OR 3 HR are the only permitted durations) that you select the duration closest to the amount of time it will take students to complete the exam. Selecting a longer period for an exam that can be completed in less time results in:

- Disruption to other students; exams are roomed according to duration
 - If the exam is scheduled for 3 hours but students leave after 1 hour, other students in the room will be interrupted as they continue to write
- Unnecessary costs to the University; proctors are hired based on the number of hours you have requested
 - If the exam is scheduled for 3 hours but is completed after 1 hour, that one exam costs more than \$200 in wasted proctor hours as we schedule for a 3 hour duration
- Accommodated venues being affected, as we provide time based on the duration of the exam
 - If the student does not need the seat for as long as we have it reserved for, we have potentially eliminated a seat we could use
 - The student's extra time will be calculated on the duration you enter. If you submit a duration of 3 hours and the exam can be completed in 2 hours, a student with time and a half will receive 4.5 hours instead of 3.

The screenshot shows a form with a dropdown menu for "Duration of exam:". The dropdown is open, showing options: "3 hours", "2 hours", "1.5 hours", and "1 hour". The "1 hour" option is highlighted in blue. Above the dropdown, there is a text prompt: "*** Please select your exam duration ***". Below the dropdown, there is a question: "What exam materials will students require" with a sub-label "Answer Booklets (provided by the Exams Office)" and radio buttons for "Yes" and "No", with "No" selected.

The screenshot shows the "Duration of exam:" dropdown menu with the prompt "*** Please select your exam duration ***". Below the dropdown, a red-bordered box contains the following text: "** Please note that the duration of your exam cannot be changed after September 22, 2021. **"

NOTE: The duration of the exam cannot be changed once the exam request period is over. This is to ensure that exams are roomed appropriately, and that exam accommodations are assigned the correct amount of extra time. We begin work on accommodations as soon as the exam scheduled is posted.

What exam materials will students require?

What exam materials will students require?

Answer Booklets (provided by the Exams Office for Centrally Administered and accommodated exams only):

Yes No

Multiple Choice answer sheets – Scantrons (provided by the Instructor when submitting exam)

Yes No

The Exams Office will provide Answer Booklets for any exam we are administering. We do not provide answer booklets for any Private exams administered by the Instructor. Due to cost, we are unable to meet requests for multiple booklets to be assigned for grading ease.

If an Instructor requires scantrons for their exam, they must provide them to the Exams Office when they drop off their final exam. Please bring enough for enrolment, with extras. The unused extras will be returned to the Instructor with the completed exams.

Format of exam

Please indicate what type of questions will be included in your exam. This information is used for scheduling as well as exam accommodations.

Format of exam: (check all that apply)

Essay answers

Short answers

Multiple choice

Listening components or slides

Listening component or slides (*must be a Privately administered exam*):

Yes No

The Exams Office **cannot** administer any main venue exam that involves visual slides or audio.

- These exams must be administered by the Instructor for the main sitting
- We will be able to administer slides or audio for accommodated students
 - Slides must be provided in printed format
 - Audio files must be on a CD

Remote Proctoring

Do you wish to use a remote proctoring service for your exam (*subject to Faculty approval*)?

Yes No

Requests for remote proctoring will be forwarded to the appropriate faculty for approval. The Exams Office **cannot** administer any exam that involves the use of remote proctoring platforms. Selection of Remote Proctoring results in Private exam administration.

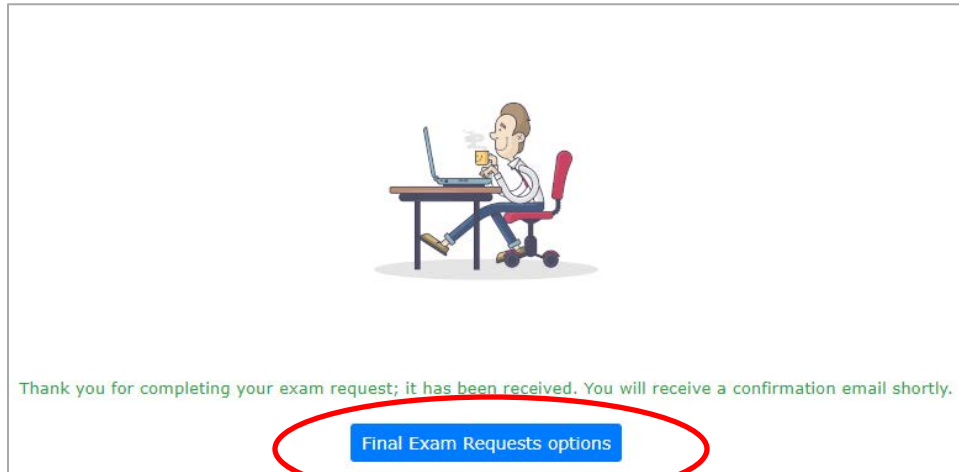
Additional Information

Any particular exam notes or requests can be added into the “Additional Information” box. We are unable to accommodate individual instructor scheduling requests.

Additional Information – including exam format (e.g., onQ, Examity/Proctortrack, take home, etc.) or any other information that may impact the scheduling or administration of your exam.

 (limit 200 characters)

Then click **SUBMIT YOUR REQUEST** and you’re done! If successfully completed, you will receive the following message:



Click **Final Exam Requests options** to return to the main menu, where you will see a list of exams you have submitted:

Modify or duplicate a submitted exam request

Please select an exam request:

	Course	Sec	Includes multiple courses or sections	Common Time With	Common Paper With
<input type="radio"/>	EXAM123	001	Yes	EXAM 123/456	EXAM 123/456

[Edit](#) [Copy](#) [Delete](#)

When an exam request is submitted, both the requestor and the departmental admin will receive an automatic email with the details of the request submitted:

Here is the exam request you submitted.	
Course: EXAM 123 Section: 001	
Primary Instructor:	
Name:	Smith, Deborah
Office Phone #:	79357
Home/Cell Phone #:	613-533-2101
E-mail:	deborah.smith@queensu.ca
Second Instructor:	
Name:	Carlye Oda
Office Phone #:	79103
Home/Cell Phone #:	613-533-2101
E-mail:	carlye.oda@queensu.ca
Exam Details:	
Scheduled exam:	Yes
Do you need your exam administered by the Exams Office?	Yes
Does this exam include multiple courses or sections?	Yes - EXAM 123/456
Sections or courses that need to write at the same time:	Yes - EXAM 123/456
Common exam paper:	Yes - EXAM 123/456
I am requesting a confidential exam:	No
Aids allowed - Calculator:	Yes : Casio 991 (all faculties)
Aids allowed - Formula Sheet:	Yes : Included with exam

Aids allowed - Notes:	Yes : 2 - 8.5x11 pages, single sided typed
Aids allowed - Textbooks:	Yes : Math Basics by Somebody Smart
Aids allowed - Other:	Molecular models
What exam materials will students require - Answer booklets:	Yes
What exam materials will students require - Multiple Choice answer sheets - Scantrons:	No
Duration of exam:	3 HR
Format of exam - Essay questions:	Yes
Format of exam - Short answers:	No
Format of exam - Multiple choice:	Yes
Listening component or slides:	No
Do you wish to use a remote proctoring service for your exam?	No

Additional information:

Thank You! If you need to reply to this message, please reply to exams@queensu.ca.

Editing, Copying or Deleting exam requests

From the main menu, you may Edit, Copy or Delete any requests from the list of submitted exam requests.

To make any changes, select the course you want to manage, then click:

- **EDIT** – to make any changes while the exam request webform is open. For example, an exam was submitted as a 2 hour exam and it should be 3 hours. Once you select EDIT, you can make the change to the request and then hit SUBMIT.
- **COPY** – used primarily when multiple courses or sections are running the same exam, when the only detail that needs to be changed is the course or section being requested. Select COPY, and the data will be transferred to the new request. You can then select the additional course or section, and scroll to just SUBMIT.
- **DELETE** – if a request has been made in error, you can select DELETE.

Final Exam Accommodations

<http://www.queensu.ca/registrar/exams/accommodations-SWS>

<http://www.queensu.ca/registrar/exams/accommodations-other>

The Exams Office manages exam accommodations for the following students:

- All* accommodations for any exam that was requested and scheduled through the Exams Office, and appears on the final exam timetable
 - *The Exams Office **cannot** administer any exam that involves the use of remote proctoring platforms. Selection of Remote Proctoring results in Private exam administration.
 - *The Exams Office **cannot** administer any exam that involves the use of a computer as a digital resource.
- Any student registered with Student Wellness Services will be accommodated automatically based on enrolments in mid-October and mid-February
- Accommodated exams are kept to the same date/time as the main exam, unless required to be moved as a result of the student's accommodation (example, one per day) or other unavoidable circumstance
- Exchange students whose first language is NOT English are entitled to 30 minutes of extra time and a language translation dictionary. Students must have both Instructor and Exchange office sign off, before delivering the request form to Gordon Hall, Room 110 by November/March 15. **No late submissions will be accepted**
- Students and instructors are notified by email of the exam accommodations beginning in early November and early March
- Students are required to cancel their exam in writing by return email to the Exams Office or are subject to a \$45 fine if they do not appear at the accommodated exam
- Students will NOT be accommodated for personal conflicts (work, travel, etc)

Exams Using Crowdmark

Crowdmark is an electronic grading system that produces exams, each with its own individual QR code to improve grading efficiencies.

If using this system, when bringing the exam to the Exams Office for printing, please do the following:

- Contact the Exams Office in advance to determine the number of exam copies required
- Produce .pdf exams and load onto USB stick (if the USB is labelled with course or department, that's best)
- Bring the USB to the Exams Office when required (see print deadlines)
- The Exams Office will hold the USB and you can pick it up within 3 days
- If not Confidential, the QR code will be removed from the original exam before scanning for publication to the Exam Bank
- Exam #1 from the printed Crowdmark exams will be used for filing. Should a late accommodation request come in wherein we are unable to utilize one of printed exams and are required to photocopy (this is rare), the QR code will be removed from the copy so as not to provide duplicate codes. The instructor will be notified of the manual-marking requirement in that case.