

Ventus - Instructor Manual

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Overview

Please note: “Assessment” refers to any quiz, test, midterm occurring during the term: September 6 to December 5, or SOLUS-listed mid-year or final exam.

In May 2022, Queen’s University introduced Ventus. This online application replaced the previous Exam Accommodation System (EAS) used to collect test details from instructors for the purpose of implementing exam accommodations for students registered with Student Wellness Services (SWS). Ventus will now be used to input details for any quizzes, tests and midterms (henceforth referred to as assessments), and students with assessment accommodations (previously called exam accommodations) will have their accommodations automatically applied to each assessment. If you do not require **any** assistance from the Exams Office in regards to accommodations, do not submit your assessment to Ventus.

The Exams Office will add any SOLUS-listed mid-year and final exams to Ventus, and students with assessment accommodations will have their accommodations automatically applied to each assessment. Students who have an [official exam conflict](#) or have a [religious accommodations](#) will also be listed in Ventus.

As of May 2022, the Exams Office will administer all assessment accommodations for in-person, paper-based assessments submitted to Ventus. Accommodated assessments administered by the Exams Office are scheduled at the same date and time as the rest of the class, unless a student's accommodation prohibits us from scheduling them at that time. Extra time will be placed at the beginning or end of the test, dependent on the student’s Queen’s schedule. If an accommodated assessment must be moved, it will be moved to the nearest possible time **after** the originally scheduled assessment date and time.

Getting Started

Log into Ventus at ventus.queensu.ca using your NetID and password. You must use your employee NetID associated with the course in PeopleSoft. The instructor of record will have immediate access to accommodation information for their course.

Navigating Ventus

Letters of Accommodation

Displays each student in the course who is registered with Student Wellness Services. To view their Letter of Accommodation, select *View confirmation of academic accommodation*.

Assessment Accommodations

Lists all students enrolled in your course who have assessment accommodations approved through Student Wellness Services. Students are grouped based on the type of assessment accommodations.

Classroom Accommodations

Lists all students enrolled in your course who have classroom accommodations approved through Student Wellness Services. Students are grouped based on the type of classroom accommodations.

Practicum Accommodations

Lists all students enrolled in your course who have practicum accommodations approved through Student Wellness Services. Students are grouped based on the type of practicum accommodations.

Assessments Requiring Accommodations (ARA)

Lists assessments you have submitted to Ventus.

Delivered by Exams Office

In-person assessments for which the instructor requires the Exams Office to administer assessment accommodations.

Scheduled by Exams Office

Assessments for which the instructor requires assistance from the Exams Office to schedule accommodated assessments for implementation by the instructor.

Assessment Accommodations (previously Exam Accommodations)

Process

Please note: "Assessment" refers to any quiz, test, midterm occurring during the term, or SOLUS-listed mid-term or final exam.

1. Login to Ventus.
2. For each course section, enter all assessment dates, times, and durations. DO NOT enter this for centrally scheduled exams occurring during the mid-year and final exam periods (December and April). This will be completed by the Exams Office.
3. Enter Assessment Details (e.g. allowed aids, printing instructions, etc.) for all assessments.
 - The Exams Office will input assessment details on your behalf for all centrally scheduled mid-year and final exams based on your exam request submitted in September or January.

4. Upload all applicable assessment file(s) (e.g. exam paper, instructor-provided formula sheets, etc.). If preferred, the instructor may submit physical copies to the Exams Office (Gordon Hall, Rm 110). These documents must be received a minimum of 3 business days before the assessment date. Failure to meet this deadline may result in the cancellation of your students' accommodation arrangements. For centrally scheduled mid-year and final exams, the exam paper must be physically submitted to the Exams Office (Gordon Hall, Rm 110) by the communicated deadline.
5. Check back regularly to stay up to date on when and where your students are writing. Arrangements will be finalized 1 week prior to the assessment date.
6. Pick up completed accommodated assessments from the Exams Office.

Adding an Assessment Requiring Accommodation

Once logged in, you will arrive at the **Course List** where all your courses will be listed. From here you can select a course and enter the applicable assessment date, time, and details. Please note, the term is listed at the top; please ensure you are entering data into the correct term.

Course List

i If you need help:

i If you do not see your course:

Semester

v
→ Go

[APSC101 Engineering Design & Practice](#)

Select the course you would like to add an assessment to. If a course is not listed, it is because you are not the instructor of record in PeopleSoft. If you are the instructor, reach out to your departmental timetabling assistant to have PeopleSoft updated.

Note: If a co-instructor and/or a TA need access to a course, a request needs to be submitted. On the Ventus landing page, complete the request form for the correct portal. Access can only be granted to current Queen's employees. Student information must remain confidential and should be limited to those who are working directly with accommodated students.

For Instructors and other authorized users

Instructors and other authorized users such as teaching assistants who assist instructors.

👤 Login Instructor Portal

Instructors of record can authorize access to their Ventus class by submitting a request to:

[Ventus permission for Teaching Assistants & Instructors](#)

For Central Administrators

Central Administrators, who are department or faculty staff and require access to multiple courses or classes within their unit.

👤 Login Central Admin Portal

Central Administrators can request access to courses or classes within their unit by submitting a request to:

[Ventus permission for Central Administrators](#)

Once you click on the course, you will be directed to the Dashboard for that course. You can view students registered with SWS, their approved accommodations, and whether they require their accommodations for an upcoming assessment.

[Course list](#) / APSC131 – Chemistry And Materials

APSC131 – Chemistry And Materials

Summary of Student Accommodation

i Personal and confidential information must be handled in accordance with [QSAS - Statement of Confidentiality](#).

[Letters of Accommodation](#) ↓

[Assessment Accommodations](#) (Assessment is defined as quizzes, midterms, tests, and finals) ↓

[Classroom Accommodations](#) (Includes various accommodations, including those that apply to assignments) ↓

[Practicum Accommodations](#) ↓

Assessments Requiring Accommodations

[Instructions](#)

🔑 Only submit assessments requiring the services of the exams office.

⚠️ Your final exam request for the Spring and Summer 2022 terms must be submitted via the webform (<https://qservices.queensu.ca/webapp/iservices.php>) by May 13. For more information, please visit the final exams [website](#). If you have any questions, please contact exams@queensu.ca

[Delivered by Exams Office \(Paper based\)](#) ↓

[Add Assessment Delivered by Exams Office](#)

[Scheduled by Exams Office \(Online\)](#) ↓

[Add Assessment Scheduled by Exams Office](#)

Select **Add Assessment Delivered by Exams Office** or **Add Assessment Scheduled by Exams Office**:

Add Assessment Delivered by Exams Office: These assessments **cannot** require the use of internet or personal electronic devices. The Exams Office will schedule and administer all accommodated, in-person, paper-based assessments for students registered with SWS. This includes printing, proctoring, and coordinating the accommodated assessment.

Add Assessment Scheduled by Exams Office: The Exams Office will review the class schedule and accommodations for students registered with SWS and make any necessary adjustments to have their assessment in compliance with their accommodations. It is the instructor's responsibility to implement these accommodations.

Fill in all applicable information as is accurate for the course and not specific to an accommodated student. The Exams Office will take into consideration the student's accommodations and class schedule. If your assessment is online there will be additional information required. Once you have inputted the date, time, and duration, students in the course and section registered with Student Wellness Services will automatically have their accommodations requested for the assessment.

Paper-based assessment

Add assessment: APSC131 ✕

Copy

Create

Type Duration minutes

Format

Please select the section(s) and enter dates/times for this assessment

APSC131-100	Date	<input type="text" value="2022-10-04"/>	Time	<input type="text" value="19:00"/>	<input type="button" value="remove"/>
APSC131-101	Date	<input type="text" value="2022-10-04"/>	Time	<input type="text" value="19:00"/>	<input type="button" value="remove"/>
APSC131-102	Date	<input type="text" value="2022-10-06"/>	Time	<input type="text" value="19:00"/>	<input type="button" value="remove"/>
APSC131-103	Date	<input type="text" value="2022-10-06"/>	Time	<input type="text" value="19:00"/>	<input type="button" value="remove"/>

I understand that I am responsible for providing the Exams Office with all assessment materials (assessment papers, scantrons, etc.) at least 3 business days prior to the date of the assessment. I understand that if these materials are not provided before the specified deadline, the accommodated assessments for all students writing this assessment with the Exams Office may be cancelled at the discretion of the Exams Office.

Online assessment

Add assessment: APSC131 ✕

Copy

Create

Type Duration minutes

Format

Remote Proctoring Window of Access

Window of Access Details

Please select the section(s) and enter dates/times for this assessment

APSC131-100	Date	<input type="text" value="2022-10-04"/>	Time	<input type="text" value="19:00"/>	<input type="button" value="remove"/>
APSC131-101	Date	<input type="text" value="2022-10-04"/>	Time	<input type="text" value="19:00"/>	<input type="button" value="remove"/>
APSC131-102	Date	<input type="text" value="2022-10-06"/>	Time	<input type="text" value="19:00"/>	<input type="button" value="remove"/>
APSC131-103	Date	<input type="text" value="2022-10-06"/>	Time	<input type="text" value="19:00"/>	<input type="button" value="remove"/>

I understand the instructor/faculty is responsible for all aspects of implementing accommodations, including communication to students and input to the online platform as necessary. The Exams Office is unable to provide any support for online assessments.

Important Information when submitting an Assessment Requiring Accommodation (ARA)

All term assessments must be added at least two weeks prior to the assessment date. **The system will not accept late submissions.** This gives the Exams Office sufficient time to process, and schedule accommodated assessments. Please ensure you add all ARAs at the start of the term. Students are required to review their accommodations at least 10 days prior to the assessment date. If you wait to submit your assessment details students may not have sufficient time to review their accommodations.

NOTE: The Exams Office will input assessment details on your behalf for all centrally scheduled mid-year and final exams.

Remember to include all applicable course sections when submitting assessments. Ventus is directly connected to PeopleSoft for accuracy and accommodations are processed only for sections submitted. When entering your assessments, you have the ability to include multiple sections for the course and can adjust the date/time for each section, if needed.

Please do not enter data specific to a student's accommodations. For example, if the class is writing a one-hour assessment, enter 60 minutes; do not enter the amount of time a student would get with extra time included. Extra time varies between students. The Exams Office will determine a student's accommodated duration based on the data inputted.

Instructors must follow their faculty’s rules for utilizing remote proctoring services. Selecting “Yes” to remote proctoring does not guarantee your assessment will be remotely proctored. The instructor should reach out to their faculty office regarding how to secure remote proctoring services.

Specify if you are providing a window for students to access and complete the assessment. For example, the assessment is available to start within a 24-hour period, but once the student starts, they only have 60 mins to complete the assessment. Providing a window of access is **only available for online assessments.**

Important: If you do not require assistance from the Exams Office for implementing or scheduling exam accommodations, **DO NOT** enter the exam to Ventus. You are responsible for making arrangements directly with students.

Copying an existing Assessment Requiring Accommodation (ARA)

Use the copy function when you want to copy previously entered data for application to a new course, **saving you time.** You may want to use this if you have the same assessment data for multiple courses; for example, you can enter the data for CHEM 222, and then can copy the data to populate the assessments for ENCH 222. Keep in mind that all data from the selected assessment will be copied to the new assessment, including date/time, format, assessment details, attached files, etc. Carefully review all ARA components to ensure it is set up properly. **You will only be able to copy data from the current term.**

The screenshot shows a modal window titled "Add assessment: APSC100B 100 LEC" with a close button (X) in the top right corner. On the left side, there are two buttons: "Copy" and "Create". A dropdown menu is open, displaying "Pick an Assessment.." at the top. Below it, the selected assessment is highlighted in blue: "APSC100B 100 LEC – Engineering Practice 1" with the details "Midterm: 28 Jan., 2022 @ 16:00".

Adding Assessment Details

After the assessment has been added, you will be returned to the Dashboard. For any assessment that says *Incomplete*, select **Edit/Upload** to add necessary information for the proctor and printing instructions.

Class Section	Assessment Date	Type	Format	Duration	Assessment Details	Assessment Copies	
100	30 Sep., 2022 @ 14:30	Midterm	Paper	90 minutes	✘ Incomplete	0 files	Edit/Upload Students

All submitted assessment information will be visible on this screen. If you made an error or would like to delete an assessment the **Edit** or **Delete** button can be selected. An instructor can make modifications up until 2 weeks prior to the assessment date. Requests for changes within 2 weeks of the exam date are subject to approval through the Exams Office and may require the instructor to assume responsibility of all accommodations.

APSC131 100 LEC: Midterm on 30 Sep., 2022

Assessment information



Added on	Thu. 11 Aug., 2022 @ 13:36	Added by	Carlye Oda (clo1@queensu.ca)
Type	Midterm	Format	Paper
Date and time	Fri. 30 Sep., 2022 @ 14:30	Duration	90 minutes
Is this an alternate/special evaluation?	No Regular In-class assessment		

Assessment details provide important information to the Exams Office to ensure the smooth implementation of your accommodated assessments. Ensure this section is completed and the assessment paper is provided at least 3 business days prior to the assessment date. Failure to adhere to the deadline may result in the cancellation of your accommodated students' assessments and they will be directed to you for alternate arrangements.

Important Information when completing Assessment Details

Changing your assessment to include remote proctoring requires multiple steps. All requests to use remote proctoring require Faculty approval. Once approved, forward your approval to exams@queensu.ca and the Exams Office with update the assessment(s) in Ventus. Follow up with your Faculty regarding next steps around administration.

Complete the printing instructions. Unless specified, the assessment paper will be printed double sided in black and white on letter-sized (8.5 x 11) paper and stapled (top left). Instructors can submit physical copies to the Exams Office (Gordon Hall, Rm 110). If an assessment paper requires printing in colour, the copies must be provided by the instructor.

Important information for the Exams Office or proctor should be added to the Extra information section. For example, your TA, Jane Doe, will be picking up completed assessments.

Assessment Details

Printing instructions	<input type="text"/>
<small>Unless specified, assessment will be printed double sided on letter (8.5x11) paper and stapled (top left). The Exams Office is unable to print in colour.</small>	
Extra information	<input type="text"/>
<small>Extra information to send to Exams Office</small>	

For contact information, input the number where the proctor will be able to contact you during the assessment. If a student has a question, the proctor will contact you on behalf of the student; the students will not have access to the number.

Instructor Contact Info (Required)

Name	<input type="text"/>
Queen's Employee Email	<input type="text"/>
Phone	<input type="text"/>

Secondary Contact Info (Optional)

Name	<input type="text"/>
Queen's Employee Email	<input type="text"/>
Phone	<input type="text"/>

Answer booklets will only be supplied if specified in the Assessment Details. If it is not specified, students will be instructed to write their answers on the question paper.

Scantrons must be supplied by the instructor/faculty. If not supplied, students will be instructed to write their answers on the question paper.

Scrap paper is supplied to students by the Exams Office unless the assessment has confidential status. If this is the case, scrap paper is only supplied to students that have an accommodation to access and use scrap paper. Confidential status can only be applied to SOLUS-listed exams.

Material required

Answer Booklets Yes No

Scantrons - To be provided by instructor Yes No

Allowed Aids

Calculator ⓘ Yes No

Formula Sheet Yes No

Notes Yes No


Textbooks Yes No


Other (please specify)

Uploading digital files to an Assessment Requiring Accommodation (ARA)

From the Dashboard, select **Edit/Upload** for the ARA you want to add the files to. This can be used to attach the question paper, instructor-provided formula sheet, reference tables, etc. Instructors are also allowed to drop off a physical copy to the Exams Office (Gordon Hall, Room 110). **All necessary assessment papers must be received a minimum 3 business days ahead of the assessment date.** Failure to submit your documents by the deadline may result in the cancellation of your students' accommodated assessment arrangements.

Assessment documents

 Upload a file

 **IMPORTANT:** Storing files on your computer, external sources, or shared locations may risk exposing personal and confidential information. Refer to **QSAS - Statement of Confidentiality** for more details.

File name	Comments	Purpose	Added on	Students this file applies to	Prof. notified
<i>There are no files for this assessment.</i>					

Select **Upload a file** and fill in the necessary information regarding the file. The maximum file size permitted is 20 MB and should be limited to Word documents and PDF files; other file types may be challenging for the Exams Office to print. Do not add print instructions to the Comments section; these should be added to the **Printing instructions section** on the Assessment Details page ([see above](#)).

A file can be specific to a certain student (e.g. an instructor-approved memory aid) or be for the entire class.

Add a file to this notice of assessment ✕

Student(s) Applies to all students belonging to this course

Nothing selected ▾

Document No file chosen

Allowed types are documents (Word, PDF).

Purpose ▾

Comments

If you are replacing an existing file, you will need to specify from the existing files which file is being replaced.

Purpose ▾ For which file? ▾

Administration of accommodated assessments

To see which students have requested accommodation, select the assessment and then the **Students** button.

Class Section	Assessment Date	Type	Format	Duration	Assessment Details	Assessment Copies	
001	11 Aug., 2022 @ 14:00	Midterm	Paper	90 minutes	✖ Incomplete	0 files	<input type="button" value="Edit/Upload"/> <input type="button" value="Students"/>

You will see a table of each student who has accommodations. Details of where/when they are writing their accommodated assessment will be updated as soon as the Exams Office has processed the information. Check back regularly to stay up-to-date. Arrangements will be finalized 1 week (5 business days) prior to the assessment date. If you select **Export Accommodations** you can download an Excel spreadsheet with the student information for easier viewing or manipulation.

Student name	Student number	Email	Status	Date	Location	Accommodations
Andres Waldo Ramshaw	20282178	cstest@queensu.ca	Student has confirmed participation with accommodations	2022-08-11 14:00-15:55	Mitchell Hall Room: 300A	Professor approved formula sheet, Calculator - 4 function, 24 hrs between exams, Extra time - 15 min per 1 hour exam, Professor approved memory cue sheet, Computer for all tests/exams, Scrap paper, Verbalize written questions

Picking up completed assessments

Pick up the completed accommodated assessments from the Exams Office (Gordon Hall, Rm 110) the day after the assessment or directly from the accommodated venue on the day of the assessment. You will be required to show photo

ID to confirm your identity. If assessments will be picked up by a TA or designate, add a note to the Assessment Details or email the Exams Office in advance of the assessment. Pay attention to if a student is writing at a different time than the original assessment. Please note, the Exams Office is open Monday to Friday from 8:30am-12pm and 1pm-4:30pm.

Please do not hesitate to contact us at exams@queensu.ca if you have any questions. Thank you!