

Ventus - Instructor Manual

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Overview

Please note: “Assessment” refers to any quiz, test, midterm occurring during the term: May 9 – June 17 (6W1), May 9 – July 29 (12W), July 4 – August 12 (6W2), or SOLUS-listed mid-term or final exam.

In May 2022, Queen’s University is introducing Ventus. This online application will replace the previous Exam Accommodation System (EAS) used to collect test details from instructors for the purpose of implementing exam accommodations for students registered through Student Wellness Services. 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 be required to confirm their accommodations are required for 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-term and final exams to Ventus, and students with assessment accommodations will be required to confirm their accommodations for each assessment. Previously, it was assumed all students registered with Student Wellness Services required all of their accommodations and the Exams Office applied them accordingly. With the introduction of Ventus, students are now required to confirm accommodations for all SOLUS-listed mid-term and final exams.

As of May 2022, the Exams Office will administer all assessment accommodations for in-person 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 <insert URL>, 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

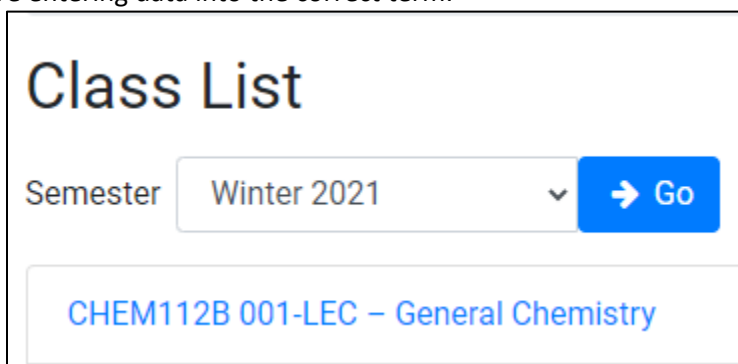
Please note: "Assessment" refers to any quiz, test, midterm occurring during the term, or SOLUS-listed mid-term or final exam.

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-term and final exam periods (June and August). 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 May.

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 Class List where all your courses and sections will be listed. From here you can select a course and section 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.



The screenshot shows a web interface titled "Class List". Below the title is a "Semester" dropdown menu currently set to "Winter 2021" with a blue "Go" button to its right. Below this is a search bar containing the text "CHEM112B 001-LEC - General Chemistry".

Select the course and section 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.


Note: If a co-instructor and/or a TA need access to a course, the instructor of record is required to submit a request to the Exams Office (exams@queensu.ca) to have the individual(s) added. Please include full name, employee ID, Queen's email (e.g. abc123@queensu.ca), and courses (e.g. MATH 110-001) they need to access. 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.

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

[Class list](#) / APSC100B 100 - LEC – Engineering Practice 1

APSC100B 100-LEC – Engineering Practice 1

Summary of Student Accommodation

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


[Letters of Accommodation](#) ↓

[Assessment Accommodations](#) ↓

[Classroom Accommodations](#) ↓

[Practicum Accommodations](#) ↓

Assessments Requiring Accommodations

 [Instructions](#)

[Delivered by Exams Office](#) ↓

[Add Assessment Delivered by Exams Office](#)

[Scheduled by Exams Office](#) ↓

[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 Student Wellness Services. 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 Student Wellness Services 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, an email will be sent to students in the course and section registered with Student Wellness Services prompting them to confirm their participation for the assessment.

Paper-based assessment

Add assessment: APSC100B 100 LEC ✕

Copy

Create

Type Duration minutes

Date Time

Format

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: APSC100B 100 LEC ✕

Copy

Create

Type Duration minutes

Date Time

Format

Remote Proctoring Window of Access

Window of Access Details

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 Assessment (ARA)

All term assessments must be added by 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 confirm participation at least 10 days prior to the assessment date. If you wait to submit your assessment details students may not have sufficient time to confirm their accommodations.

**For May 2022, deadlines will be relaxed and late submissions may be accepted. On June 1, all deadlines will be fully reinstated.

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

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 or section section, **saving you time**. You may want to use this if you have the same assessment data for multiple sections; for example, you can enter the data for MATH 121A 001, and then can copy the data to populate the assessments for sections 002, 003 and 700. 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.**

Add assessment: APSC100B 100 LEC ✕

Copy Pick an Assessment.. ▾

Create Pick an Assessment..
APSC100B 100 LEC – Engineering Practice 1
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.

11 May, 2022 @ 13:00	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.

APSC100B 100 LEC: Midterm on 11 May, 2022

Assessment information

[✎ Edit](#) [🗑 Delete](#)

Added on	Wed. 27 Apr., 2022 @ 12:54	Added by	Carlye Oda (clo1@queensu.ca)
Type	Midterm	Format	Paper
Date and time	Wed. 11 May, 2022 @ 13:00	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 has been provided at least 3

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

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.

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.

Assessment Details

 Clone existing assessment details? ✕

You can copy the assessment details from an existing ARA. You will still be able to change the values after submission up until the deadline.


Assessment Clone

Printing instructions

 Single sided and stapled

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.

Extra information

 My TA, Jane Doe, is authorized to pick up completed exams

Extra information to send to Exams Office

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)

Cloning existing Assessment Details

Use the clone function when you want to copy previously entered data for application to a new course section, **saving you time**. You may want to use this if you have the same assessment data for multiple sections; for example, you can enter the data for MATH 121A 001, and then can copy the data to populate the assessments for sections 002, 003 and 700. Keep in mind that all data from the selected assessment will be copied to the new assessment. Carefully review all Assessment Detail components to ensure it is set up properly. **You will only be able to copy data from the current term.**

Assessment Details

Clone existing assessment details?

You can copy the assessment details from an existing ARA. You will still be able to change the values after submission up until the deadline.

Assessment

Select an assessment

APSC100B 100 LEC – Engineering Practice 1
Quiz: 1 Feb., 2022 @ 15:30
Midterm: 11 May, 2022 @ 13:00
Midterm: 13 May, 2022 @ 13:00

BIOL103 001 LEC – Fundamentals of Biology: Organisms to Ecosystems
Quiz: 31 Jan., 2022 @ 19:00


Printing instructions


Extra information

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 Choose File No file chosen
Allowed types are documents (Word, PDF).

Purpose New document

Comments

📄 Upload

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

Purpose Replacement For which file? Pick an option

Administration of accommodated assessments

To see which students have requested accommodation, select the assessment and then the **Students** button. You will see a table of each student who has confirmed they require their assessment accommodations and where/when they are

writing their accommodated assessment. Check back regularly to stay up-to-date. Arrangements will be finalized 1 week (5 business days) prior to the assessment date.

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