

Ventus - Student Manual

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Overview

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

On May 2nd, 2022, the University introduced Ventus, an online application replacing the previous Exam Accommodation System (EAS), which received requests from students who were authorized through Student Wellness Services to receive exam accommodations for in-class assessments. Students will receive access to Ventus on May 9th, 2022, at which point it will be the primary platform used to communicate and administer accommodations through both the Exams Office and Student Wellness Services. Ventus eliminates the need for students to share their Letters of Accommodation (LoA) and ensures that students, instructors, and administrators have one centralized area for all student accommodations, whether they are for assessments or for the classroom.

With the introduction of Ventus, the Exams Office will begin administering all in-person accommodated assessments. Previously, our office only administered accommodations where the student needed one of the following accommodations:

- 45 minutes or more of extra time per hour
- Use of a private room
- Use of a computer

As our office is now administering all accommodations, students are now required to request accommodations for all SOLUS-listed mid-year and final assessments. Before now, it was assumed all students registered with Student Wellness Services required all of their accommodations and the Exams Office applied them accordingly. Ventus requires students to request accommodations for all assessments, regardless of whether they are listed in SOLUS or not. Students **must** confirm participation for all assessments in order to receive their accommodations.

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 at that time. Extra time will be placed at the beginning or end of the assessment, dependent on your 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.

Important Deadlines

For term assessments (e.g., In-class quizzes, tests, and midterms):

- Participation must be confirmed a minimum of 10 days prior to the exam date. **This deadline will be relaxed until June 1st, 2022, to give students and faculty time to adjust to the new system.** Late requests will not be accepted and the student may be required to write without accommodations. Accommodated exam arrangements (date, time and location) will be finalized in Ventus 1 week prior to the exam date.

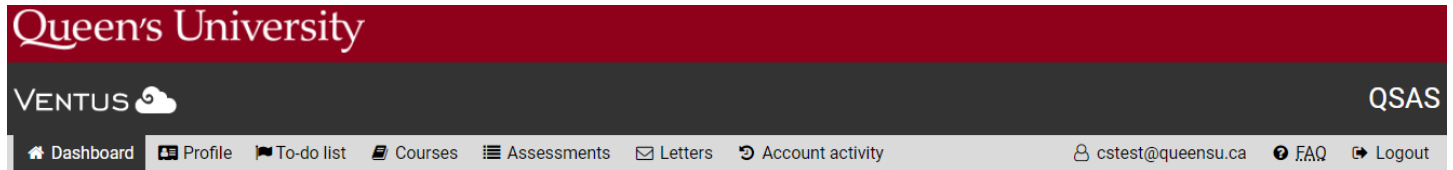
For SOLUS-listed mid-year or final exams:

- Participation should be confirmed a minimum of ten days before the assessment to guarantee your accommodations. Late requests may not be accepted and you may be required to write without accommodations. Accommodated assessment arrangements (date, time and location) will be finalized by the last day of classes.
- Accommodation requests for exam and religious observance conflicts are due a minimum of ten days before the assessment. Late requests will not be accepted and you will be required to write without accommodations. Accommodated assessment arrangements (date, time and location) will be finalized by the last day of classes.

Getting Started

Login into Ventus at <https://ventus.queensu.ca/ventus/profile/dashboard.php>, using your NetID and password. The system is available to current students at Queen's University registered with Student Wellness Services.



Navigating Ventus



Dashboard


From the Dashboard, you can view a summary of 'Assessments to be confirmed' and 'Upcoming assessments with accommodations'.

Assessments to be confirmed require you to confirm your participation to ensure you receive accommodations. You must do this by the deadline, or you may be required to write without accommodations.

 Assessments to be confirmed 

You do not have any unconfirmed assessments.

Upcoming assessments with accommodations show which assessments you have confirmed participation for and when and where you are scheduled to write.

 Upcoming assessments with accommodations

You do not have any upcoming assessments.

Profile

Your profile displays your personal information including your documented disabilities and approved accommodations.

Personal details

Your profile contains all your personal details which are pulled directly from SOLUS. If you need to make changes, you can change it directly in SOLUS (<https://www.queensu.ca/registrar/solus/personal-info>) or contact SOLUS@queensu.ca. Your preferred email cannot be edited, and your Queen's email will always be used for communication regarding your accommodations.

Personal details

12345678	Name	John Doe
	Date of birth	1 Jan., 1970
	Email	cstest@queensu.ca

Disability details

This section allows you to confirm your disability/conditions that require accommodations, as well as upload attachments verifying your need for accommodations.

Disability details

[+ Add disability information](#)

REMINDER: Personal and confidential information is handled in accordance with **QSAS - Statement of Confidentiality**. Students are reminded to use care when storing and handling sensitive electronic documents on personal or shared devices.

Disability	Permanent	Confirmed	Effective	Attachment(s)
Mental health condition	✓ This condition is permanent	✗ Unconfirmed	26 Apr., 2022	N/A Add attachment(s)

Accommodations

Your approved classroom and exam accommodations are listed. An accommodation may apply to all or some of your courses, which is indicated in the *Applies to* column. Each accommodation has an effective date and expiry date.

Accommodations ⓘ

Template classroom accommodations

Staff	Accommodation	Effective	Expires	Status
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Assessment accommodations ⓘ

Staff	Accommodation	Effective	Expires	Status	Applies to
Kyla Lutz	Extra time - 15 min per 1 hour exam	26 Apr., 2022	31 Oct., 2022	✓ Permitted	All courses
Kyla Lutz	Word prediction (WordQ)	26 Apr., 2022	31 Oct., 2022	✓ Permitted	All courses
Kyla Lutz	Scribe	26 Apr., 2022	31 Oct., 2022	✓ Permitted	All courses
Kyla Lutz	Standard chair	26 Apr., 2022	31 Oct., 2022	✓ Permitted	All courses
Kyla Lutz	MP3/Audio CD (store-bought)	26 Apr., 2022	31 Oct., 2022	✓ Permitted	All courses
Kyla Lutz	Accessible washroom	26 Apr., 2022	31 Oct., 2022	✓ Permitted	All courses
Kyla Lutz	Large Print - Font 18	26 Apr., 2022	31 Oct., 2022	✓ Permitted	All courses
Kyla Lutz	Stretch/rest breaks	26 Apr., 2022	31 Oct., 2022	✓ Permitted	All courses

Courses

Courses lists the courses you are currently enrolled in. Selecting a course allows you to view your approved classroom accommodations for the course. At the start of the term, you need to confirm which accommodations you require for the course. This confirmation must be made a minimum of 10 days prior to the exam date. Responses cannot be edited in Ventus once submitted; you will need to reach out to your advisor to make changes.

Course List

Semester → Go

There are no courses for this semester...

More information on how classroom accommodations (including note-taking and assignment extensions) are implemented can be found at <https://www.queensu.ca/studentwellness/accessibility-services>.

Assessments

NOTE: “Assessment” refers to any quiz, test, midterm occurring during the term or SOLUS-listed mid-year or final assessment.

Assessments lists all exams for courses you are enrolled in. They are separated into the following:

Unconfirmed assessments: Assessments that require action. You need to indicate if you require your accommodations or if you will write without any of your accommodations.

Unconfirmed assessments ⓘ

Course	Assessment type	Scheduled date	Duration in class
You do not have any assessments awaiting a response at this time...			

Assessments I’m Writing With Accommodations: Assessments you have confirmed you require your accommodations for. Details regarding your accommodated exam will be published here as your exam date approaches.

Assessments I'm writing with accommodations ⓘ

ⓘ If, for any reason, (e.g., you dropped the course, made alternate arrangements, etc.) you will not write an assessment as listed below, you must withdraw a minimum of 24 hours before the assessment. Students are solely responsible for making this withdrawal. **Late withdrawal (less than 24 hours) and/or failure to appear will result in a charge of \$45.**

ⓘ Important information about your assessment +

Course	Original Assessment Date	Assessment type	Location	Scheduled date	Start	End	Status
You do not have any assessments with accommodations							

For assessments taking place during the semester, location and time details will be finalized a week (5 business days) prior to the assessment date. Before this date, details are subject to change. You will receive a reminder email two days prior to the assessment.

Assessments I'm Writing without accommodations: Exams you have confirmed you do not require accommodations for.

Assessments I'm writing without accommodations

Course	Assessment type	Scheduled date	Reason
You do not have any upcoming assessments in class			

Letters

You can view your Letter of Accommodation (LOA) and print as necessary. You are not required to submit your LOA to your instructor as they can view your accommodation needs through Ventus; however, your instructor may request your LOA.

Account activity

Account activity shows any changes such as addition of an accommodation, confirmation of participation of an exam, etc.

Account activity

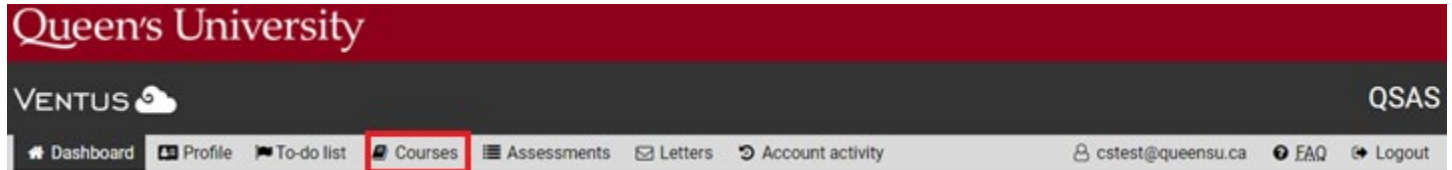
Who	What	Details	When
Kyla Lutz	Accommodation added	Extra time - 15 min per 1 hour exam	26 Apr., 2022 @ 18:15
Kyla Lutz	Accommodation added	Word prediction (WordQ)	26 Apr., 2022 @ 18:15
Kyla Lutz	Accommodation added	Scribe	26 Apr., 2022 @ 18:15
Kyla Lutz	Accommodation added	Standard chair	26 Apr., 2022 @ 18:15

Classroom Accommodations

NOTE: Ensure your accommodations have been approved by your QSAS advisor before attempting to add accommodations to your courses.

Confirming Classroom Accommodations

Select **Courses** in the menu navigation bar.



Ensure that you are in the **current** semester then continue to select your desired course.

Course List

Semester

PRAC411 – Practicum (IS/TE)
PROF110 – Self As Teacher
PROF210 – Self as Learner

From the course page, all your approved classroom accommodations are listed. If you require any additions or changes, please contact your QSAS Advisor.

Select the classroom accommodation you require for the course and deselect those that are not required.

Once you have finalized your selection, select the submit button.



Assessment Accommodations

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


Confirming Participation

Confirmation is a required step. The deadline to confirm your choice is a minimum of 2 weeks before the assessment date. **This deadline is relaxed for May 2022 to allow students and faculty time to grow accustomed to the new system.** If you do not confirm your choice by the appropriate deadline, you may not have the opportunity to write the assessment with accommodation.

You can view and respond to your upcoming assessments from the Dashboard. “Assessments to be confirmed” shows recent assessments added by the instructor or the Exams Office. Select “View” to see which assessments still require confirmation. This will take you to the Assessments page.

 Assessments to be confirmed 

You do not have any unconfirmed assessments.

 Upcoming assessments with accommodations

You do not have any upcoming assessments.

For each listed assessment, select “Respond”.

Course	Exam type	Scheduled date	Duration in class	
MATH110B 001 LEC	Midterm	29 Apr., 2021 @ 16:30	45 minutes	→ Respond

Your approved accommodations will be listed, and you can select which accommodations you require for the specified assessment. Please note, adding or removing an accommodation does not impact the use of that accommodation for other assessments.

If you are approved for extra time, you will see your accommodated duration listed under *Extra time*.

You must read and agree to the academic integrity statement, and select “I confirm that I will write this assessment WITH accommodations.”

The assessments will be listed under *Assessments I’m writing with accommodations* on the Assessments page.

If you choose to write without any accommodations, select “I confirm that I will write this assessment WITHOUT accommodations.” This means you are writing the assessment as originally scheduled and without accommodations.

The assessments will be listed under *Assessments I’m writing without accommodations* on the Assessments page. If you require your accommodations for an assessment, select *Undo*.

Repeat the process above for all listed assessments. If you have not responded to an Assessment Requiring Accommodation (ARA), you will receive a reminder email to do so. Please monitor your email for notification when Assessments Requiring Accommodation are available. You are solely responsible for responding to an Assessment Requiring Accommodation by the deadline.

Important: Confirmation of participation for Final Assessments will not be available until the assessment schedule has been finalized. You will receive an email when the Assessment(s) Requiring Accommodation has been added. To guarantee your accommodations, you are required to confirm participation by November 15 (Fall) and March 15 (Winter).

Assessment is not listed in Ventus

If an assessment is not listed, it is because the instructor has not added it to Ventus, or the instructor is administering the assessment without the assistance of the Exams Office. Please follow up with your instructor a minimum of 2 weeks

in advance of the assessment for further information. You will receive an email when the assessment has been added, directing you to log into Ventus to confirm your participation.

Modify accommodations for upcoming assessment

To modify the accommodations required for an assessment, go to the Assessments page to view all your assessments. Any modifications must be made a minimum of 2 weeks prior to the exam date; changes will not be accepted past this deadline. **These deadlines have been relaxed during May 2022 to allow students and faculty to grow accustomed to the new application.** If you require a revision to your approved accommodations, you will need to reach out to Student Wellness Services.

Select “View/edit” for the assessment you want to modify.

Course	Exam type	Location	Scheduled date	Start	End	Status	
BIOL103 001 LEC	Quiz	Waiting	28 May, 2021	08:00	08:20	🕒 Upcoming	→ View / edit ✖ Withdraw

Adjust your accommodation requirements as desired and select “Modify accommodations”. If the button is not available, the deadline to modify your accommodations has passed.

Cancel an Accommodated Assessment

If you no longer require your accommodations for an assessment, select “Withdraw”. Please note, you cannot undo this action in Ventus. You must contact the Exams Office a minimum of 2 weeks prior to the assessment date to reinstate any accommodations for an assessment. **For each late withdrawal (less than 24 hours) and/or failure to appear, you will be subject to a charge of \$45.**

Communication of your accommodated assessment details

Check back regularly to stay up to date on when and where you are writing. Your date, time, and location will display as *Pending* until finalized.

PROF504 001 LEC	Midterm (online)	Await communication from your Instructor/Faculty for applying accommodations to this online exam.	Pending	Pending	Pending	🕒 Upcoming	→ View / edit ✖ Withdraw
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Your arrangements will be finalized one week prior to the assessment date. You will receive a reminder email with your assessment details 2 days prior to your assessment date.

PROF110 002 LEC	Quiz	Mitchell Hall (69 Union St.) Room: 126	26 Jun., 2021	08:00	08:40	✅ Complete	→ View
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Online assessments

If the assessment is indicated as Online, you will be writing your accommodated assessment online. You are responsible for securing an appropriate location that meets your accommodation needs. Any questions regarding your accommodations should be directed 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 assessments.
- You must return all materials including your assessment paper and any scrap paper used to the proctor.
- Food is not permitted at your assigned desk. All food must be stored and consumed at the proctor station. Drink is permitted, but must be in a resealable container.
- ASTM F2100 Level 2 medical-grade masks are **required** in all indoor locations on Queen's campus until the end of May 2022. This includes all private rooms in the accommodated venues. This is a zero-tolerance policy.
- The proctor is unable to respond to queries about the interpretation of assessment questions and may be unable to contact your instructor for clarification. Do your best to answer assessment questions as written.
- If you miss an assessment, you must contact your instructor for any other arrangements regarding that assessment.

Frequently Asked Questions

How are accommodated assessments scheduled?

The Exams Office collates the data from the assessments entered by instructors with the data provided from Student Wellness Services to create individualized accommodations for each assessment. As accommodations vary greatly, this scheduling process can look very different for each student, but in general we schedule based on class schedule (to ensure accommodated assessments don't interfere with other classes), time of day or exam per day restrictions, and the time of the actual assessment itself.

I have a personal conflict, what should I do?

Our office does not reschedule assessments; if a personal conflict arises, please reach out to your instructor to discuss options for writing the exam at a different date.

I am sick and cannot attend my accommodated assessment, what should I do?

Please reach out to our office to cancel your accommodated assessment. Failure to do so will result in a \$45 no-show fee. Ensure that you contact your instructor, as well; our office does not make arrangements for you to write at a different time, and as a result you must touch base with your instructor to ensure your accommodated assessment can be rescheduled.

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