Exam Accommodation System (EAS)

Instructor Guideline

Created by: The Exams Office
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Overview

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

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

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

Please add all scheduled exams to EAS by September 30 (Fall)/January 31 (Winter) and no later than 2 weeks prior to the exam date. Failure to submit the information by the required date may result in our inability to administer exams on your behalf.

NOTE: This does not apply for mid-year or final exams taking place during the official exam periods in December and April. DO NOT submit final exam requests to EAS; they will not be processed.
Process

1. Login to EAS
2. Submit the date of each exam for each course section
   - You must do so for each section involved. For instance, if your course has three sections, all taking the same exam at the same time, you’ll need to enter a date for each section.
   - **DO NOT submit final exam requests to EAS; they will not be processed.**
3. Indicate the format of the exam and further details as required:
   - **Paper-based** – The Exams Office will administer accommodations for students approved for any of the following: private room, 45 mins or more of extra time per 1-hour exam, or access to a computer. The Exams Office will provide accommodation information for all other students; to be implemented by the instructor.
   - **Online** – The Exams Office will provide accommodation information for all students; to be implemented by the instructor.
   - **Self-Administered** – Instructor to implement all accommodations. No assistance will be provided by the Exams Office.
4. Check EAS regularly to review accommodated student participation and the deadline for exam submission.

Getting Started

Login to the Exam Accommodation System (EAS) at [https://eservices.queensu.ca/apps/eas/instructor](https://eservices.queensu.ca/apps/eas/instructor) using your NetID and password. The system is only available to current staff or faculty at Queen’s University.

Once logged in, you will arrive at the Dashboard. From the Dashboard, you will be able to enter courses and exam dates. Note the term is listed at the top (e.g. Summer 2021 – 2215).

Adding a Course

Select **ADD NEW COURSE**
Select your course from the drop-down menu. If the course doesn’t appear, select Other. Then select Create Course.

The drop-down list shows all courses for which the current user is the instructor of record in PeopleSoft. As such, if a delegate (TA or Administrative Assistant) is entering the information on the instructor’s behalf, they will only have the option to select Other.

If Other is selected, you will be asked to enter the course code, and then select Create Course.

If it is a full-year course, remember that the catalog number includes an “A” for Fall term and a “B” for Winter term. These must be entered or the system will not recognize it as a match to any student request.

If the same course (e.g. MATH 121A) has multiple sections writing the same exam (e.g. Sections 001, 002, 003 and 700), you will need to Create Course (and add exams) for EACH SECTION.
Adding Exams
Once you have created the course, you will be directed back to the main Dashboard, where you can see the course listed. To add exams for the course you just entered, select on Add Exam.

![Image of the Dashboard with Add Exam button highlighted]

You will be prompted to enter in new exam data or copy data from an existing exam.

![Image of the Add Exam prompt]

Use Create New Exam when you are entering applicable information for the first time.

Use Copy from Existing Exam 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 exam data for multiple sections; for example, you enter the data for MATH 121A 001, and then can copy the data to populate the exams for sections 002, 003 and 700.

Adding Exams: Create New Exam
Select Create New Exam, and enter the date of the exam in YYYY-MM-DD format:

![Image of the Create New Exam prompt with date entry field]
Select the format of your exam. Your selection will determine how accommodated exams are administered. Read the section below carefully to understand your responsibilities.

**Paper-based Exams** – The Exams Office will administer accommodated exams for students with one or more of the following accommodations:
- Private room
- 45 minutes or more of extra time per 1-hour exam
- Access to a computer

**NOTE:** All of these accommodations are eligible for Exams Office administration even if the student does not intend to use all of their approved accommodations (e.g. Student does not intend to use a computer for a math-based or multiple-choice exam but requires their extra time).

If a student is not approved for one of the accommodations listed above, the instructor is responsible for implementing and communicating the arrangements to the student. The Exams Office will email accommodation information to the instructor in a password-protected file the week prior to the scheduled exam.

**Online Exams** – An online exam is defined as any exam that contains an online component or access to a personal computer. This includes remote proctoring software, access to onQ, access to digital textbooks, etc.

The instructor is responsible for implementing and communicating the arrangements to the student. The Exams Office will email accommodation information to the instructor in a password-protected file the week prior to the scheduled exam. The file will include all approved accommodations, including a calculation of the full amount of time students are permitted (based off the exam duration you provide in EAS) and exams that must be moved due to an accommodation or class schedule conflict.

The Exams Office will be collecting an instructor’s intent to use remote proctoring which will be shared with the appropriate faculty. Instructors can follow up with their faculty office to confirm and set up remote proctoring for their exams.

**Self-Administered Exams** – If you choose to self-administer your exams, you will be responsible for accommodating ALL students, including those approved for the eligible accommodations listed above. The Exams Office would not be involved in any accommodated exam. Self-Administered Exams should still be added to EAS because as students submit requests they will be instructed to provide you with their Letter of Accommodation.

After you have added the date and format of your exam, select Add Exam.

If you have selected Self-Administer, you will be directed to the Dashboard, where you can add another exam date or course. If you have selected Paper-based or Online, you will be required to complete further information.
Adding Contact Information

The **Name** field will be pre-populated with the name of the person who has logged in. If a designate is entering information, this pre-populated field must be overwritten with the Instructor’s name. It is helpful if you can provide a secondary contact, if available, such as a TA. You can also enter in any general comments in this section. Complete all information, then select **Continue**.

![Midterm Accommodations Contact View](image-url)

**Instructor Contact Info (Required)**
- **Name**: Pre-populated with NetID name - e.g. Kaitlin Therrien
- **Email**: exams@queensu.ca
- **Phone**: 613-533-2101

**Secondary Contact Info (Optional)**
- **Name**: Lisa Simpson
- **Phone**: 613-555-1234
- **Email**: lisa.simpson@queensu.ca

**General comments**
- Lisa is the TA and will pick up the tests.
Entering exam details
You are now required to submit a summary of exam information for the date you have entered. Complete all information, as is accurate for the class, and select Submit.

Please do not enter details specific to a student’s accommodation. For instance, if the class is writing a one-hour exam, enter 60 minutes; do not enter the amount of time a student would receive with extra time included. Extra time varies between students. We will calculate a student’s accommodated exam duration based on the data inputted.

Paper-Based Exam:
NOTE: Instructors must follow their faculty's rules for utilizing remote proctoring services. Selecting “Yes” to remote proctoring does not guarantee your exam will be remotely proctored. The instructor should reach out to their faculty office regarding how to secure remote proctoring services.
Adding Exams: Copy from Existing Exam

Select **Copy from Existing Exam**. You will then be able to choose which exam you would like to copy exam data from, based on previous entries you have made. The format (Paper-based or Online) will be listed. You **cannot** change the format selection when copying an existing exam; please ensure the exam you are copying is the correct format. Exams you have chosen to self-administer will not appear in the drop-down. Select the course and exam date you want to copy, enter the new exam date, and select **Continue**.

![Exam from Existing for COMM201-700](image)

The data for the exam you are copying appears for confirmation. You can make changes or simply select **Submit** to duplicate the information.

**Submission Confirmation**

Once submitted, an auto-generated email detailing the specifics of the submission will be sent to the email address (as specified in EAS) for the course. If you do not receive a confirmation email, return to the portal dashboard to verify the exam was successfully added.

Changes cannot be made through EAS once an entry has been submitted. If you need to change any information, please contact us at exams@queensu.ca at least 2 weeks in advance of the exam or we will be unable to make the requested changes.
Reviewing Accommodation Requests
If you return to the Dashboard, you can see all the exams you have entered. As students submit accommodation requests, they will be listed as well.

If you select the date, you will see the students who have submitted requests. The accommodation date(s) will appear as “Pending” until processed by the Exams Office. The week prior to the exam, the Exams Office will publish the details of the student’s accommodated exam, and you can see exactly when and where the student is writing.
As you are being asked to submit the information in advance of student requests, it is prudent to return and check on a regular basis to determine if further action is required.

Once a student request has been made for an exam being administered by the Exams Office, your Next Step changes; you will be advised to submit an exam copy to the Exams Office by the specified date. Exams can be submitted in-person to Gordon Hall, Room 110 or can be emailed to exams@queensu.ca.

If you have a student whose accommodations include a split exam, you will see two times showing. A split exam means the student has been approved by Student Wellness Services to write the exam in two separate sittings. The Exams Office will contact you to inquire where you would like to split the written exam. The student does not have access to Part 2 during the first sitting, nor the recorded answers from Part 1 during the second sitting.

Receiving Accommodation Information
The Exams Office administers in-person accommodated exams for students approved for a private room, 45 minutes or more of extra time per 1-hour exam, or access to a computer. These details will be published to EAS the week prior to the exam date.

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

For all other accommodations and online exams, the Exams Office will provide accommodation information to the instructor for implementation. Accommodation information will be emailed to the instructor in a password-protected file the week prior to the scheduled exam:

- If the exam is on a Monday or Tuesday, the details will be sent the Wednesday prior.
- If the exam is on a Wednesday, Thursday, or Friday, the details will be sent the Friday prior.

The file will include all approved accommodations, including a calculation of the full amount of time students are permitted (based off the exam duration you provide in EAS) and exams that must be moved due to an accommodation or class schedule conflict. The instructor is responsible for implementing and communicating the arrangements to the student.

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