Exam Accommodation System (EAS)

Student Guideline

Created by: The Exams Office
Updated: August 2021
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 exams accordingly. Depending on the student’s accommodations and the format of the exam, the 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.

If you have any exams for which you will require accommodation, you will need to submit a request through the EAS Portal. Submitting a request is a required step. The deadline to submit a request is 10 days before the exam date. If you miss the deadline, you may not have the opportunity to write the exam with accommodation.

For any final exam that appears in your SOLUS exam schedule, accommodations do not require a request and will be made automatically for all students who have an active registration with Student Wellness Services.

Accommodated exams are scheduled at the same date and time as the rest of the class (generally during class time) unless a student’s accommodation prohibits us from scheduling at that time. If an accommodated exam must be moved, it will be moved to the nearest possible time following the originally scheduled exam date and time. Exams cannot be moved for personal conflicts.
Process

1. Login to EAS
2. For each course:
   a. enter exam dates for the entire term, OR
   b. accept exam dates already visible (as submitted by the instructor)
3. If it is indicated the exam is being administered by the instructor, contact them and provide a copy of your Letter of Accommodation no later than 10 days prior to the exam date
4. Check back regularly to stay up to date on your scheduled accommodated exams

Getting Started

You will receive your course syllabi during the first week(s) of class, which should provide the dates of any exams that will occur during the term. Please submit a request for each exam for which you will require accommodation by September 30 (Fall)/January 31 (Winter) and no later than 10 days prior to the scheduled exam.

Submitting a request is a required step. Depending on your accommodations and the format of the exam, your exam will be administered by the Exams Office or your instructor. If your exam is being administered by your instructor, your accommodations will be communicated to them for implementation.

Do not attempt to submit any requests for final exams in December/April. Exams which appear in SOLUS by Thanksgiving (Fall)/Family Day (Winter) will be automatically accommodated and do not require a request.

Login to the Exam Accommodation System (EAS) at https://eservices.queensu.ca/apps/eas/student, using your NetID and password. The system is only available to current students at Queen’s University.

Once logged in, you will arrive at the Dashboard. From the Dashboard, you will be able to enter requests for accommodated exam(s). You will find important information about accommodated exams here as well. Note your personal information and current term is located on the left-hand side.
Submitting a Request

NOTE: At any time during the submission of a new request, you may return to the Dashboard by selecting **HOME** at the top.

Select **+NEW REQUEST** at the top.

You will be taken to the submission page to enter a new request.

Using the **Course-Section** drop-down, select your course from the list. If the course does not appear, select **Other**. You must enter the course and section.

Once a course is selected, the instructor name(s) will populate. Select the correct instructor. If the Instructor does not appear, select **Other** and enter the instructor’s name.

Enter the exam date(s) for which you require accommodation this term, for the course selected. These must be entered as YYYY-MM-DD. You can remove any date from the list by selecting the X to the right of the date.
If you have missed any required fields, or input the information in an invalid format, you will be prompted to correct the information.
When everything is correct, select **Submit accommodation request** at the bottom. You will be redirected to the Dashboard, where you can see all submitted requests.

Repeat the process above for all courses for which you require an accommodated exam this term.

If an Instructor has submitted exam information in advance of your request, you will have courses listed under **Action Required**. In these cases, you do not need to submit the exam information as you did under **+New Request**. Click **View Details** for a course and you will see a list of exam dates for that course.

By default, they are all selected; if you do not require accommodation for a particular exam, uncheck the checkmark to deselect.
When you have selected which exam dates you require accommodation for, click **Submit accommodation request**. You will be redirected to the Dashboard and will see that course listed under **Submitted Requests**.

Changes cannot be made once an entry has been submitted. If you need to change any information, please contact exams@queensu.ca.
You will receive a confirmation email for each course for which you have submitted an accommodated exam request. If you did not receive the confirmation email, check the EAS Dashboard to verify your accommodation request is listed. It is possible the email is in your junk and clutter folder. Emails will only be sent to your Queen’s email.

Administration of Accommodated Exams

Paper-based Exams
The Exams Office will administer 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 you do not intend to use all of your approved accommodations (e.g. You do not intend to use a computer for a math-based or multiple-choice exam but require your extra time).

You will be writing in-person in one of the accommodated venues (Mitchell Hall or Gordon Hall). Details of your accommodated exam will be posted to EAS the week prior to your exam:

- If you have an exam on a Monday or Tuesday, the details will be posted on the Wednesday prior.
- If you have an exam on a Wednesday, Thursday or Friday, the details will be posted on the Friday prior.

<table>
<thead>
<tr>
<th>Course</th>
<th>Original Exam Date</th>
<th>Accommodated Exam Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLS211-002</td>
<td>2021-08-06</td>
<td>2021-08-06 9:00 AM-9:53 AM Rm 300 Mitchell Hall - semi-private</td>
</tr>
</tbody>
</table>

**Cancellation Policy**
If you do not require an accommodation that you have requested, you must email exams@queensu.ca and include your name, student number, and the exam details for the accommodated exam you wish to cancel (course code, section, date and time of the exam). Students are solely responsible for making this cancellation to the Exams Office. Late cancellation (less than 24 hours) and/or failure to appear will result in a charge of $45.

**NOTE:** If you are not approved for one of the eligible accommodations (private room, access to a computer, 45 mins or more of extra time per 1-hour exam), your instructor will be administering your accommodated exam. **Submitting a request is still a required step** as your accommodations will be communicated to your instructor. Please refer to information from your instructor regarding your arrangements. If you have not received any communication regarding accommodations at least 5 days prior to your exam, please contact your instructor.

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</tbody>
</table>
Online Exams
The Exams Office is unable to administer online exams in our accommodated venues. Submitting a request is still a required step as your accommodations will be communicated to your instructor. Please refer to information from your instructor regarding your arrangements (e.g. email, onQ announcement, etc.). If you have not received any communication regarding accommodations at least 5 days prior to your exam, please contact your instructor.

Instructor-Administered Exams
Some instructors choose to administer their own accommodated exams and that information will be posted to EAS as soon as it is received. In these cases, you must contact your instructor and provide a copy of your Letter of Accommodation no later than 10 days before your exam to receive accommodation.

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 exams.
- Scrap paper will be provided.
- You must return all materials including your exam paper to the proctor.
- Food/Drink are not permitted at your assigned desk. All food/drink must be stored and consumed at the proctor station.
- The proctor is unable to respond to queries about the interpretation of exam questions and may be unable to contact your instructor for clarification. Do your best to answer exam questions as written.
- If you miss an exam, you must contact your instructor for any other arrangements regarding that exam.

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

Thank you!