The Summer 2021 Exam Schedule is now available in the SOLUS Student Centre for May-July courses.

Please read all of the following information.

Where do I find the schedule?

- On your SOLUS main page, under the ‘Academics’ section, click on the ‘other academic...’ dropdown menu;
- ‘Exam Schedule’ will be the 11th menu item listed. Click on it, then click on the ‘Go’ icon;
- From this screen, you will be able to view your Exam Timetable listing any centrally scheduled exam sittings.
- The exam schedule for July-August 6w2 courses will be posted to SOLUS on July 16
- No exams will be written in person during Summer 2021. Information regarding your exam format will be sent to your Queen’s email and/or posted to OnQ.

IF you have an exam that is being administered via a remote proctoring platform:

- Information on these services can be found here

- IF you have an exam being administered via PROCTORTRACK, please ensure you have completed the onboarding process no later than 2 days before your exam. Information on how to do this is available in an OnQ Announcement for your course.

- IF you have an exam being administered via EXAMITY, please ensure you have completed the practice exam no later than 2 days before your exam. Information on how to do this is available in an OnQ Announcement for your course.

- To access these platforms via OnQ or D2L:
  - Navigate to your course and select the Examity or Proctortrack link in Content
  - From each dashboard you will be able to either schedule a practice exam in Examity or undertake the onboarding exam in Proctortrack as soon as they are made available
  - It is possible you will have to write an exam in both platforms, and therefore do both activities described above

- To maintain academic integrity standards, please ensure your camera is set up to clearly display your face during your exam. You must be clearly visible to the camera for the attempt to be judged valid.

- Your Queen’s Student Photo ID card or government-issued Photo ID will be required for any remotely proctored exam. Only your photo and name need to be visible to the
proctor; you may conceal all other personal information. Please ensure you follow the
Examity or Proctortrack guidelines:
  - Examity
  - Proctor Track
  - Student Photo ID

*IF you have any technical difficulties during your exam, please contact The IT Support Centre by phone at 613-533-6666 or https://examchat.queensu.ca between 5 am and 10 pm Eastern Standard Time

I am in an alternate time zone
  - Most exams will come with a window of accessibility (e.g. 24 hours) so you can write when it is convenient for you in that timeframe
  - For courses that do not have a window of accessibility, your instructor will provide direction. Please watch for email and onQ posts regarding writing at a different time
  - An email will be sent by the end of this week with further instruction

IF you are a student with accommodation:
  - SOLUS does not show the details for any accommodated exam
  - If you have been approved for accommodations through SWS, you do not need to request accommodations for SOLUS-listed exams.
    - Accommodated exams are scheduled at the same date and time as what is posted on SOLUS, 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 exam slot following the originally scheduled exam date and time.
  - Your accommodations will be applied to any final assessment as necessary

Writing your exam:
Before you write your exam, please be aware of the following:
  - **If you are sick the day of your examination:** It is recommended that students who are ill on the day of an examination not write the exam. Such students should seek health services, if needed, and follow-up with their home Faculty/School
  - Please ensure you have visited the restroom and have all your required items before beginning your exam
  - Ensure you bring only the authorized aids for your exam
    - **CALCULATORS:** The approved exam calculator is the Casio 991
      - **COMMERCE:** Commerce students may also use, for School of Business (COMM) exams only:
        - A calculator with the Commerce issued blue sticker
        - Sharp 10-digit financial calculator
        - Texas Instruments BA-II Plus financial calculator
• IF uploading your completed exam to OnQ, please ensure you have done so within the provided timeframe, and that you attach the correct file to maintain academic integrity standards
• IF you have any technical difficulties during your exam, please contact The IT Support Centre by phone at 613-533-6666 or https://examchat.queensu.ca between 5 am and 10 pm Eastern Standard Time

Thank you, and again, best of luck!

Exams Team | Office of the University Registrar

Queen's University | 74 Union St. - Gordon Hall, Suite 110 | Kingston, ON - K7L 3N6
613-533-2101 | queensu.ca/registrar/exams | Hours of operation: 8:30-12 / 1-4:30

Queen's University is situated on traditional Anishinaabe and Haudenosaunee Territory
---
This message may contain confidential and privileged information. If it has been sent to you in error, please reply to advise the sender of the error and then immediately delete this message.
Queen’s is committed to an inclusive campus community. All communications from our department are available in alternate formats upon request.