Hello!

Exams begin next week! On behalf of the Exams Office, we wish you all the best for a successful exam session. Please take a moment to read the following helpful hints.

**Covid protocols:**
- Please sanitize your hands prior to entering the exam venue.
- To gain entry into an exam venue, students must show “approved to be on campus” status (green QR code) on the SeQure app, along with their Queen’s Photo ID.
  - If you do not have the SeQure app, you will be required to complete a paper screening form for each exam.
  - Students who do not have approved status will not be permitted into the exam venue.
  - Once seated, students must turn off their phone and place it under their chair for the duration of the exam.
- Students must wear a level 2 medical grade face mask covering their nose, mouth and chin to write their in-person exam. Students who refuse to wear a mask, or wear one incorrectly, will not be permitted to enter or remain in the exam venue.
- During the attendance collection, students will be asked to briefly lower their masks to confirm their ID by the proctors.
- Please maintain social distancing where possible.
- **If you are sick the day of your examination:** Students who are ill on the day of or fall ill during an examination will not be permitted to write in person exams. Such students should seek health services, if needed, and follow-up with their home Faculty/School.
  - Review the KFLA Public Health [website](http://www.queensu.ca/registrar/exams/regulations) regarding self-isolation requirements for individuals who are symptomatic or had close contact with a positive case.

**General things to know:**
- SOLUS lists the day and time of the exam and only the in person, on campus location.
- If you have an accommodation, SOLUS does not show the details for any accommodated exam
  - Accommodation notices have been sent since March 18 and are up to date
    - Some notices will include specific scheduling details about your exam
    - Some notices will advise you to wait for further information from your instructor or faculty
    - Please check your email (including junk and clutter folders) for these notices
- A full list of exam regulations can be found at: [http://www.queensu.ca/registrar/exams/regulations](http://www.queensu.ca/registrar/exams/regulations).
- You will need your Student Photo ID Card to gain admittance to the exam venue. **A $50.00 fine will be applied to those who do not bring their card.**
  - Replacement cards are available Monday through Friday in Gordon Hall, Room 125 from 8:30 am to 4:30 pm during the final exam period (April 14-30).
Double check that you have your card for an evening or weekend exam since the office is closed during those hours.

Before you write your exam:

• Know where you’re going! (Don’t just follow your friend)
• Ensure you bring only the authorized aids for your exam
  o 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
• Use of communication and electronic devices with memory and/or audio capabilities and/or web access is prohibited during an examination. **All electronic devices must be turned off and placed underneath the student's seat. This includes cell phones and smart watches.**
• Once arriving at the exam venue, please review the blackboard/whiteboard to determine which room(s) your exam is in. Please congregate near, but DO NOT ENTER, that room. **Please remember to socially distance in these areas.** If all rooms are hosting the same exam, you may congregate in the general area. The proctors will direct students into the room at the appropriate time.
  o Please ensure you bring only items required for your exam as all other personal belongings, including all bags, must be left in the hallway. Queen’s University assumes no responsibility for lost or stolen items.
  o Students may wear their coats into the exam venue, and they may be placed on the back of the chair.
    ▪ If for any reason the coat impedes traffic in the aisle behind the chair, students will be required to adjust the placement of the coat to ensure safety standards are met.
    • Proctors may advise students of impediments, and students are to follow the direction of the proctors regarding coat placement.
• Please ensure you have visited the restroom and have all your required items before entering the exam venue.
  o Once admitted to the exam venue prior to the exam beginning, students will not be allowed to exit the venue until after the first half hour of the exam (9:30 / 2:30 / 7:30).
• Food/drink:
  o Students may bring drinks into the examination venue in a re-sealable container (items such as cans and/or disposable coffee cups are prohibited).
  o Food is prohibited in an exam venue and must be consumed in the hallway. If you need to eat, notify a proctor, who will escort you to the hallway. This applies to both main and accommodated venues.
• Students remaining within 15 minutes of the end of the exam duration will be required to remain seated until the very end of the exam period. Proctors will then dismiss students in rows from the exam venue.
IF you have an exam that is being administered via a remote proctoring platform:

- Information on these services can be found here
- 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 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.
  - Hours of operation:
    - Weekdays 6 am to 10 pm Eastern Daylight Time
    - Weekends 8am to 10pm Eastern Daylight Time

Thank you, and again, best of luck!

Exams Team | Office of the University Registrar

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