

Please read the following carefully to ensure your April 2021 exam is scheduled properly!

- **No in-person proctored exams** will take place in the April 2021 final assessment period.
- **Exam dates:** April 14-30, 2021
- **What exams are being scheduled by the Exams Office?** This term we are primarily scheduling exams that will be a timed assessment administered via remote proctoring (Examity, Proctortrack), or learning management system (OnQ, D2L).

If you have an alternate assessment (e.g. take home, project, presentations) for which you would like a scheduled date and time, please complete an exam request. *You are not required to do so, as you were in the Fall.*

- **NEW:** We are now able to include all Graduate courses as part of the final exam schedule (and not just those tied to Undergraduate exams). If you have a graduate course you wish to have scheduled and it does not appear in the dropdown, reach out to exams@queensu.ca to have it added.
- **What courses or course sections need to be requested?** You must complete the request form for EACH course section that requires an exam. If multiple courses or sections are counted as “one class” (e.g. PSYC 221 001 & 700), you still need to enter a request for each course or section. Course sections cannot be added after the request period is over on January 22, 2021, even if they are tied to another section or course.
- **Why do I need to do this?** We require the information below to create a schedule for any timed final exam. Please read through carefully, and answer all necessary questions.
- **I need assistance. Who can I contact?**
 - Email: exams@queensu.ca
 - **Via Teams:**
Deborah Smith
Carlye Oda
Kaitlin Therrien
Stuart McPherson
- **What if I need to make changes after I submit this request?** Should you need to make changes to your submitted data, please email those changes to exams@queensu.ca by January 22, 2021.

No changes to duration, format or assigned exam date and time can be made after the exam schedule is posted in mid-February. Changes have a cascade effect beyond your own course.

IF YOU DO NOT REQUIRE A SCHEDULED DATE & TIME FOR A TIMED FINAL ASSESSMENT, PLEASE DO NOT SUBMIT A REQUEST.

- Our previous webform is no longer viable and as such, you are being asked to submit your exam request via Survey Monkey (this is temporary to this term). Please ensure you select the correct course from the drop down menu
 - exam request details will **NOT** be echoed back in an email to the person who entered the request and the department administrator
 - regular updates will be sent with lists of submitted exam requests; please ensure you review the list and submit an exam request if your course section is not listed
- You will have an opportunity later in the term to confirm or change some aspects of your exam, including allowed aids, but **date, time, duration, window and format cannot be changed after the schedule is completed.**
- The Exams Office will continue to supply accommodation information to instructors for all scheduled exams
 - We are prepared to enter all accommodations into Examity, Proctor Track, OnQ or D2L on behalf of instructors
 - All Instructors will receive a list of student accommodations, whether or not we have entered them into the platform.

Detailed scheduling criteria have been developed to assure the exam timetable adheres to Senate policies and minimizes stress for students and instructors while making every effort to create an environment to maximize academic performance. Unfortunately, individual instructor scheduling requests cannot be accommodated.

What is the deadline?

- **The request deadline is firm: January 22 at 4:00 pm.** Failure to complete an exam request on time will result in no final exam being scheduled as part of the exam timetable.

How do I enter a request?

- Go to https://www.surveymonkey.com/r/A21_Exams to complete your exam request
 - Departmental administrators will be unable to see their departmental submissions this term. Please refer to the regular emails that will be sent with updated request lists, or email us at exams@queensu.ca to inquire
- Review the attached Instructor Exam Request Guide for assistance in making your exam request.
- **Exam requests must be submitted each term for each course section that needs a formally scheduled exam to be published to the University's exam timetable.**
- **If you do not require an exam, please do not attempt to enter a request.**

- Because of our temporary use of Survey Monkey, the usual DUPLICATE function is unavailable this term. You will need to re-enter the information for every section. Please accept our apologies for the inconvenience.

My course isn't listed! What do I do?

- Contact the Exams Office by email exams@queensu.ca, as we can add additional courses to the drop down menu.
 - **This will need to be done for all Graduate courses**

My exam is running at a common time with other courses or course sections.

- You **MUST** submit an exam request for each course and each section.

When will I see a schedule?

- The draft exam timetable will be available for review by departments and instructors on **February 3** and any requested changes are due by **February 5**. We recognize this is a tight timeline at a busy time. The final exam timetable will be published to SOLUS and the Faculty Centre on **February 12**.

Please contact us by email at exams@queensu.ca if you have any questions.