

# W21 Deferred Final Exams Information

## For FAS Instructors

The Faculty of Arts and Science has designated May 11 to May 14, 2021 as a common Deferred Exam period. The Exams Office will set a conflict-free schedule and the IT Support Centre will provide technology support for students writing Deferred Exams during this time. Please note: The decision to defer an exam is at the discretion of the Instructor based on the extenuating circumstances and appropriate documentation. Students can only write an exam early with approval from the Associate Dean (Studies) and support from the Instructor. Approval is only granted in very exceptional circumstances.

W21 Deadline Dates	Proctored (Examity) Exams during Deferred Exam Period	Non-Proctored onQ Exams during Deferred Exam Period	Deferred Exams held outside Deferred Exam Period
April 30	Instructors email <a href="mailto:exams@queensu.ca">exams@queensu.ca</a> a list of students approved for a deferred exam in their course. Exams Office or ASO will place student accommodations into the onQ course.  If an alternate exam being used, send to <a href="mailto:aso.exams@queensu.ca">aso.exams@queensu.ca</a>	Instructors email <a href="mailto:exams@queensu.ca">exams@queensu.ca</a> a list of students approved for a deferred exam in their course <b>and</b> specify whether (yes/no) they want Exams Office to input student accommodations into the onQ course.  If a request for Exams Office to input accommodations is not made, the instructor is responsible for inputting student accommodations.	Does not apply to instructors arranging their own deferred exam times
May 4 - 6	ASO places OnQ exam “shell” for Exams Office to input accommodations into deferred exam (May 4)  Once the Exams Office finalizes the Exam Schedule, ASO Exams contacts students and invites them to book an Examity Exam appointment time within a 24-36 hour window of Exam start time. (May 5-6)	Exams Office sends instructors Deferred Exam draft schedule (May 4)  Exams Office sends instructors Deferred Exam final schedule (May 5)  OnQ exam “shell” in place by end of day for instructors needing the Exams Office to input accommodations into their deferred exam (May 6) (April 30 request needed)	Does not apply to instructors arranging their own deferred exam times
May 10	Exams Office sends out Student Accommodation lists for instructor’s information and Exams Office inputs accommodations	Exams Office sends out Student Accommodation lists regardless of whom (Exams Office or Instructor) is inputting the exam.	Does not apply to instructors arranging their own deferred exam times
Important Information	Examity Exams run during a 24–36-hour window. Example: In a 3-hour exam scheduled to start May 13 at 9 am, the latest time a student could sign up to write the exam would be 6 pm on May 14.	Instructors are responsible for inputting their deferred exams into their onQ course  The following statement regarding the ITSC Helpdesk and Technical Support available to students writing exams should be in all quiz and exam headers: <b>For Technical Support with your exam in onQ, please contact:</b> <b>ITSC Exam Support Chat <a href="https://examchat.queensu.ca">https://examchat.queensu.ca</a></b> <b>ITSC Exam Support Phone Line - 613-533-6666</b>  Instructors are encouraged to set up an Instructor Exam Chat with Queen’s ITSC. Complete the form at <a href="#">Microsoft Teams Exam Support Channel</a>	
Need Assistance?	Contact: <a href="mailto:aso.exams@queensu.ca">aso.exams@queensu.ca</a>	Contact: <a href="mailto:ascremote@queensu.ca">ascremote@queensu.ca</a>	