

## **Instructors: Please read this – action is required on your part by January 31!**

The EAS Portal is now ready to receive data for all scheduled quizzes, tests and midterms for the Winter 2021 term! Please take a few minutes to review the information below and the attached documents, as the process for this term has changed to better service our remote testing environment.

**The Exams Office will not be administering any test accommodations in Winter 2021 but will be providing student accommodation information for tests submitted by the deadline.**

**Please add all scheduled quizzes, tests and midterms to the [Exam Accommodation System \(EAS\)](#) by January 31 and no later than 2 weeks in advance of the test.**

Accommodation information will be emailed to the instructor in a password-protected file the week prior to the scheduled test:

- If the test is on a Monday or Tuesday, the details will be sent the Wednesday prior.
- If the test is on a Wednesday, Thursday, or Friday, the details will be sent the Friday prior.

### **What is the process to accommodate students for term quizzes, tests or midterms?**

- The Exams Office will provide accommodation details to instructors for tests occurring the following week. The password-protected file will include all approved accommodations, including a calculation of the full duration of time students are permitted for the upcoming test (based off the information you provide in the EAS Instructor Portal) and exams that must be moved due to a time of day accommodation or class schedule conflict. ***Instructors are responsible for arranging all accommodations and communicating details to students as necessary.***
- In addition to providing instructors with accommodation information, the Exams Office will also be collecting an instructor's intent to use remote proctoring. The Exams Office will share this information with the instructor's Faculty office. Instructors can follow up with their faculty office to confirm and set up remote proctoring for their tests.
- To allow for scheduling time, we will collate all information up to two weeks prior to the scheduled test date. As such, Instructors must submit their test data to the EAS Instructor Portal by January 31 and **no later than 2 weeks in advance of the test** (e.g. a February 1 test must be entered by January 18). **The system will not accept late submissions.** We are processing accommodations up to two weeks (10 business days) prior to the test date. If a student is approved for accommodations less than two weeks prior to the test date, they will not be processed by our office.
- Information at <https://www.queensu.ca/studentwellness/accessibility-services/academic-accommodations-online-exams> may provide further details in applying accommodations to an online learning platform.

### What do I need to do?

- Review the attached user guide for our EAS Instructor Portal
- Go to <https://eservices.queensu.ca/apps/eas/instructor>
- Submit the date of each quiz, test or midterm for each course section.
  - You must do so for each section involved. For instance, if your course has three sections, all taking the same test at the same time, you'll need to enter a date for each section.
- Input the specific test information (such as time, duration and aids allowed.) The test information should be related to what all students are receiving, not a specific accommodated student.

### Will students know what to do?

- Due to the special circumstances in Winter 2021, students will not be required to submit a request, regardless of their approved accommodations. Any student who is registered with Student Wellness Services 2 weeks prior to a scheduled test will be included in the accommodation information that is provided to the instructor.

### I don't even know if I have accommodated students! Why should I do this?

- You should assume you will have at least one student with accommodation in your class, even if they have not yet identified themselves to you.
- We require test data early in the term, even before all students may have received accommodations, so that we may work efficiently to provide you with concise accommodation data.
- Your contributed data allows us to gauge and plan for taking on all accommodated tests in future.

Please submit all test dates and required information by January 31, 2021 and no later than 2 weeks prior to the test date. **We are unable to provide accommodation information for tests that are submitted past this deadline.**

Please let us know if you have any questions. We look forward to receiving your test data!