

## Exam Accommodation System (EAS) for test accommodations

### Instructor Guideline

Created by: Deborah Smith  
Last Updated: December 2020 (Carlye Oda)

## Overview

In Fall 2017, the Exams Office introduced a new online Exam Accommodation System (EAS). This online application replaced the previous paper-based process to receive test data for students who require the use of a computer, as authorized through Student Wellness Services, to complete any in-class quiz, test or midterm exam.

**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.**

Instructors or a designate (e.g. the Administrative Assistant for the department) are able to log in to submit the test data. Instructors should submit information for each quiz, test or midterm exam they have planned for the term.

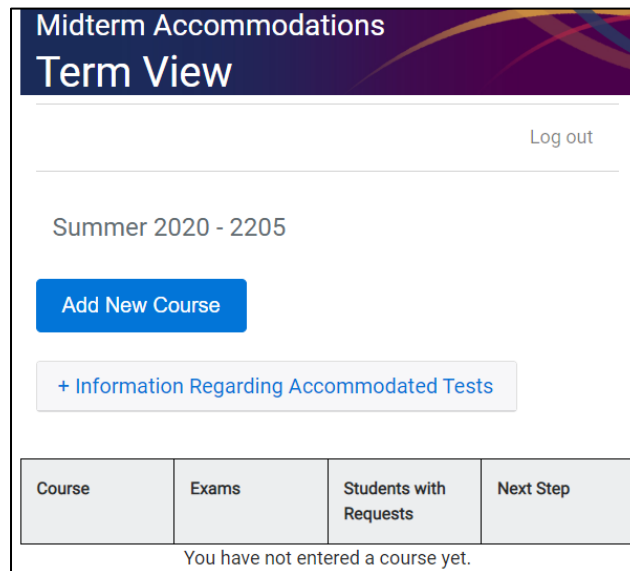
*NOTE: This does not apply for mid-year or final exams taking place during the official exam periods in December and April.*

## Process

1. Login to the system
2. For each course section, enter test dates for the entire term
3. Enter test details (e.g., date, time, duration)
4. Receive accommodation information from the Exams Office

Login to the Exam Accommodation System at <https://eservices.queensu.ca/apps/eas/instructor>, using your NetID and Password. The system is only available to current staff or faculty at Queen's University.

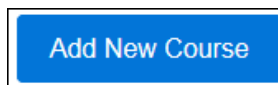
Once logged in, you will arrive at the Dashboard. From the Dashboard, you will be able to enter courses and exam dates. Note the term is listed at the top (e.g. Summer 2020 – 2205).



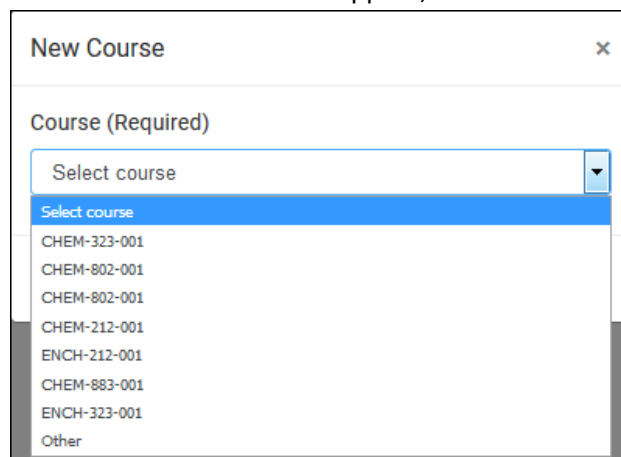
The screenshot shows the 'Midterm Accommodations Term View' dashboard. At the top, it says 'Midterm Accommodations Term View' with a 'Log out' link. Below that, the term 'Summer 2020 - 2205' is displayed. There is a blue 'Add New Course' button and a link for '+ Information Regarding Accommodated Tests'. At the bottom, there is a table with four columns: 'Course', 'Exams', 'Students with Requests', and 'Next Step'. Below the table, it says 'You have not entered a course yet.'

Course	Exams	Students with Requests	Next Step
You have not entered a course yet.			

Click **ADD NEW COURSE**



Select your course from the drop-down. If the course doesn't appear, select **Other**. Then select **Create Course**.



The screenshot shows the 'New Course' form. It has a title bar with 'New Course' and a close button. Below the title bar, there is a section labeled 'Course (Required)' with a dropdown menu. The dropdown menu is open, showing a list of course codes: 'Select course', 'CHEM-323-001', 'CHEM-802-001', 'CHEM-802-001', 'CHEM-212-001', 'ENCH-212-001', 'CHEM-883-001', 'ENCH-323-001', and 'Other'.

New Course

Course (Required)

CHEM-323-001

Close Create course

The drop-down list shows all courses for which the current user is the instructor of record in PeopleSoft. As such, if a delegate (TA or Administrative Assistant) is entering the information on the Instructor's behalf, they will only have the option to select **Other**.

If **Other** is selected, you'll be asked to enter the course code, and then select **Create Course**.

New Course

Course (Required)

Other

Subject (Required)

Catalogue (Required)

\*Include A or B for full-year courses. e.g. ECON 110B.

Section (Required)

Close Create course

New Course

Course (Required)

Other

Subject (Required)

MATH

Catalogue (Required)

\*Include A or B for full-year courses. e.g. ECON 110B.

121A

Section (Required)

001

Close Create course

**If it is a full-year course, remember that the catalog number includes an "A" for Fall term and a "B" for Winter term.**

If the same course (e.g. MATH 121A) has multiple sections writing the same test (e.g. Sections 001, 002, 003 and 700), you will need to **Create Course** (and add exams) for **EACH SECTION**.

Once you have created the course, you will be directed back to the main Dashboard, where you can see the course listed. To add exams for the course you just entered, click on **Add Exam**.

Midterm Accommodations  
Term View


Log out

Summer 2020 - 2205

Add New Course

+ Information Regarding Accommodated Tests

Click on the name of a course to view its details and add exams.

Course	Exams	Students with Requests	Next Step
 CHEM323-001	0	0	<b>Add Exam</b>

You will be prompted to enter in new exam data (**Create New Exam**) or copy data from an existing exam (**Copy from Existing Exam**).

Add exam for CHEM323-001

Would you like to create a new exam or copy exam data from an existing exam?

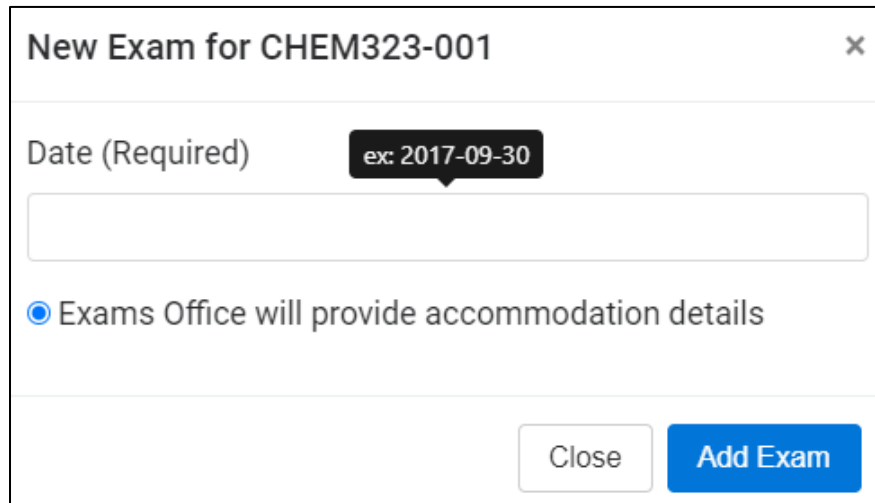
Create New Exam Copy From Existing Exam

Use **Create New Exam** when you are entering applicable information for the first time.

Use **Copy from Existing Exam** when you want to copy previously entered data for application to a new course section, **saving you time**. You may want to use this if you have the same test data for multiple sections; for example, you enter the data for MATH 121A 001, and then can copy the data to populate the tests for sections 002, 003 and 700.

## Entering Exam Dates – Create New Exam

Click **Create New Exam**, and enter the date of the test in YYYY-MM-DD format:

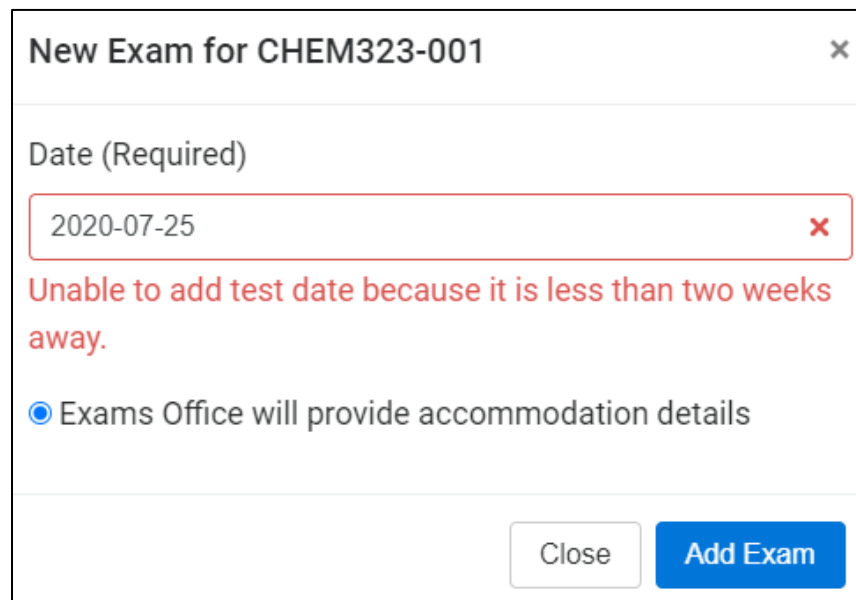


The screenshot shows a web form titled "New Exam for CHEM323-001". It has a close button (X) in the top right corner. Below the title is a label "Date (Required)" with a tooltip that says "ex: 2017-09-30". There is an empty text input field for the date. Below the input field is a radio button that is selected, with the text "Exams Office will provide accommodation details". At the bottom right, there are two buttons: "Close" and "Add Exam".

Click **Add Exam**.

You will then be required to complete further information about the test.

**Please note:** In order for the Exams Office to provide accommodation information, the test must be added at least two weeks prior to the test date. **The system will not accept late submissions.**



The screenshot shows the same "New Exam for CHEM323-001" form. The date input field now contains "2020-07-25" and is highlighted with a red border and a red 'X' icon. Below the input field, there is a red error message: "Unable to add test date because it is less than two weeks away." The radio button for "Exams Office will provide accommodation details" is still selected. The "Close" and "Add Exam" buttons are at the bottom right.

## Entering Contact Information

The **NAME** field will be pre-populated with the name of the person who has logged in. If a designate is entering information, this pre-populated field must be overwritten with the Instructor name. It is helpful if you can provide a secondary contact, if available, such as a TA. You can also enter in any general comments in this section. Complete all information, then click **CONTINUE**.

### Midterm Accommodations Contact View

Log out

[2205](#) / [CHEM323-001](#) / Contact Information

**Instructor Contact Info (Required)**

Name  
 ✓

Email  
 ✓

Phone  
 ✓

**Secondary Contact Info (Optional)**

Name  
 ✓

Phone  
 ✓

Email  
 ✓

General comments  
 ✓

## Entering test data

You are now required to submit a summary of test information for the date you have entered. Complete all information, *as is accurate for the class*, and click **SUBMIT**.

**Please do not enter data specific to a student's accommodation.** For instance, if the class is writing a one-hour test, enter 60 minutes; do not enter the amount of time a student would get with extra time included. Extra time varies between students. We will work out a student's accommodated test duration based on the data inputted.

**Specify if you are providing a window for students to access and complete the test.** For example, the duration of the test is 90 mins and students can take the test at any point within a 24-hour period.

**Instructors must follow their faculty's rules for utilizing remote proctoring services.** Selecting "Yes" to remote proctoring does not guarantee your test will be remotely proctored. The instructor should reach out to their faculty office regarding how to secure remote proctoring services.

<p><b>Start Time (Required)</b></p> <input type="text" value="9:00 AM"/> ✓	<p><b>Will this test use remote proctoring (Examity/Proctortrack)?</b></p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p><b>Duration in minutes (Required)</b></p> <p>Duration should reflect the amount of time the test is designed to be completed in. Accommodations for extra time will be determined based on the duration inputted.</p> <input type="text" value="90"/> ✓	<p><b>Weight % (Required)</b></p> <input type="text" value="15"/> ✓
<p><b>Are you providing a window of time for students to access the test? (E.g., the test is accessible for 24 hours)</b></p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> Yes</p> <p>If yes: Please specify the window of time (e.g., 24 hours). The start time you have listed above should be the start of the window.</p> <input type="text" value="24 hours (starting at 9am)"/> ✓	<p><b>Allowed Aids (At least one required)</b></p> <p><input type="checkbox"/> Mathsheets</p> <p><input type="checkbox"/> Notebooks</p> <p><input type="checkbox"/> Textbooks</p> <p><input type="checkbox"/> Photocopies</p> <p><input type="checkbox"/> Datasheets</p> <p><input checked="" type="checkbox"/> Calculator ✓</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> None</p>
<p><b>Format (At least one required)</b></p> <p><input checked="" type="checkbox"/> Multiple Choice / True or False</p> <p><input checked="" type="checkbox"/> Short Answer ✓</p> <p><input checked="" type="checkbox"/> Essay</p>	<p><b>Does this accommodated test need to take place at the start-time specified above?</b></p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p><b>Additional Information</b></p> <input type="text"/> <input type="button" value="Submit"/>



## Entering Exam Dates – Copy from Existing Exam

Click **Copy from Existing Exam**. You will then be able to choose which exam you would like to copy exam data from, based on previous exam entries you have made. Select the course and test date you want to copy, enter the new test date, and click **Continue**.

Exam from Existing for CHEM323-001

Copy exam data from

2020-05-21

CHEM323-001

2020-05-21

Close Continue

Exam from Existing for CHEM323-001

Copy exam data from

2020-05-21

New Test Date (Required)

2020-05-28 ✓

Close Continue

The data for the exam you are copying appears for confirmation. You can make changes or simply click **Submit** to duplicate the information.

**Start Time (Required)**

9:00 AM ✓

**Duration in minutes (Required)**

Duration should reflect the amount of time the test is designed to be completed in. Accommodations for extra time will be determined based on the duration inputted.

90 ✓

**Are you providing a window of time for students to access the test? (E.g., the test is accessible for 24 hours)**

No

Yes

If yes: Please specify the window of time (e.g., 24 hours). The start time you have listed above should be the start of the window.

24 hours (starting at 9am) ✓

**Format (At least one required)**

Multiple Choice / True or False

Short Answer ✓

Essay

**Will this test use remote proctoring (Examity/Proctortrack)?**

Yes

No

**Weight % (Required)**

15 ✓

**Allowed Aids (At least one required)**

Mathsheets

Notebooks

Textbooks

Photocopies

Datasheets

Calculator ✓

Other

None

**Does this accommodated test need to take place at the start-time specified above?**

Yes

No

**Additional Information**

Submit


Once submitted, you will return to the Dashboard and you can see all of the exams you have entered.

Summer 2020 - 2205

[Add New Course](#)

[+ Information Regarding Accommodated Tests](#)

Click on the name of a course to view its details and add exams.

Course	Exams	Students with Requests	Next Step	
CHEM323-001 <a href="#">Add Exam</a> <a href="#">Close</a>				
Click on an exam date to view accommodation request details.				
Date	Administered By	Number of Students	Exam Submitted	Next Step
 2020-05-21 10:00 AM	Exams Office	0		No action required

For the Winter 2021 term, students will not be submitting requests and the 'Number of Students' will remain 0. This does not mean you have no students with accommodations; student accommodation information will be emailed directly to you and will **not** be displayed on the portal.

## Test Confirmation

Once submitted, the person who submitted the request, and if different, the instructor email provided, will receive an auto-generated email detailing the specifics of the submission:

Dear Nikolas Jackson,

Your test information for **MUSC110B-001** has been received. Please find the details of your submission below:

Date: 2020-12-25

Start time: 12:00 PM

Duration: 20

Window Of Access: N

Window of Access Details (if 'Yes') :

Remote Proctoring: N

Additional Information:

Weight: 20

Format: essay

Allowed Aids: Datasheets

At time specified?: N

Student accommodation information for this test will be emailed to you the week prior to the scheduled test:

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

**The Exams Office is not administering any midterm accommodations in Winter 2021. The instructor is responsible for arranging all accommodations and communicating details to students as necessary.**

Please refer to our [website](#) under the subheading "Accommodated information for instructors" for more details.

If you wish to change your submission, or have any questions, please send them to [exams@queensu.ca](mailto:exams@queensu.ca).

Thank you,

The Exams Office Team

Changes cannot be made through the Exam Accommodation System once an entry has been submitted. If you need to change any information, please contact us ([exams@queensu.ca](mailto:exams@queensu.ca)) at least 2 weeks in advance of the exam or we will be unable to make the requested changes.

## Receiving Accommodation Information

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.

The 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 system) and tests that must be moved due to a time of day accommodation. The instructor is responsible for arranging all accommodations and communicating details to students as necessary.

Please do not hesitate to contact us at [exams@queensu.ca](mailto:exams@queensu.ca) if you have any questions. Thank you!