

Instructor Exam Request Guideline

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Contact Information

- Due to Covid 19, employees will be working remotely. Please email us at exams@queensu.ca, or reach out to us on Teams.
- Exams staff include:
 - Deborah Smith, Exams Administrator
 - Carlye Oda, Exams Administrator
 - Kaitlin Therrien, Exams Administrator
 - Stuart McPherson, Manager

What do I need to know?

- **As long as an exam request is made by the specified deadline date**, the following will apply:
 - The Exams Office will schedule the exam
 - The exam will appear on the final exam timetable, posted to SOLUS
 - The Exams Office will provide accommodation information for any student with:
 - An official exam conflict (Two at the same time, three consecutive)
 - A religious conflict (applications are vetted by the University Chaplain)
 - Active registration at Student Wellness Services
 - **NOTE:** The Exams Office will NOT accommodate any personal conflict (surgery, family illness, alternate obligation, etc). This is up to the Instructor to approve and administer; the Instructor should contact their Department Head for assistance if necessary.
- Instructors are asked to be available during the final exam by email and/or phone. If unable to do so, Instructors are asked to nominate a colleague who can be contacted in their stead in the case of student questions.
- The only calculator permitted for a final exam is the Casio 991.
 - EXCEPTION: The School of Business permits calculators with a Blue sticker (issued by them), for COMM courses only.
 - **You may not approve a different calculator. Students attending an exam without an approved calculator will be left without one for the exam. Please ensure your class is aware of the approved calculator.**
- We encourage questions! Don't be afraid to ask; we're here to help. 😊

Submitting exams

- You should expect to submit your final exam electronically to the appropriate persons by mid March 2021. More specific information will be sent to you via email during the term from your faculty office.

Making an Exam Request

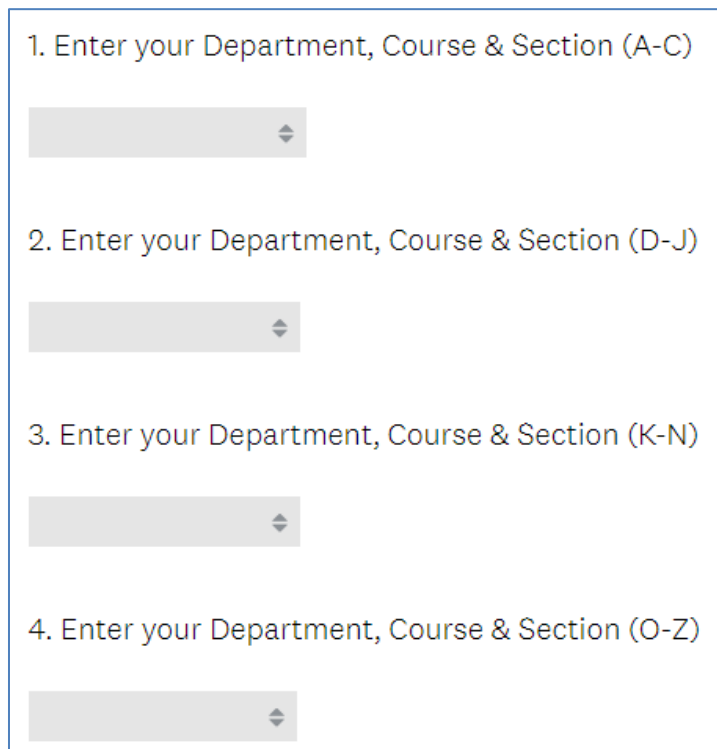
As an Instructor, you are required to submit an exam request for every section of every course that has an exam. **Any section that does not have an exam request made will not be scheduled.**

You are required to submit your exam request via Survey Monkey at https://www.surveymonkey.com/r/A21_Exams between **DECEMBER 22 AND JANUARY 22.**

THE EXAM REQUEST DEADLINES ARE FIRM. NO LATE REQUESTS WILL BE ACCEPTED, REGARDLESS OF COURSE SIZE. IF AN EXAM REQUEST IS NOT SUBMITTED BY THE COMMUNICATED DEADLINE, THE FOLLOWING APPLIES:

The Exams Office will, on request, find a date and time that is as conflict-free as possible in consultation with the course's home faculty.

- **STEP ONE:** Enter your Department, Course & Section
 - Please choose ONE course section from the applicable dropdown



1. Enter your Department, Course & Section (A-C)

2. Enter your Department, Course & Section (D-J)

3. Enter your Department, Course & Section (K-N)

4. Enter your Department, Course & Section (O-Z)

- **STEP TWO:** Enter contact information for both the instructor AND a secondary instructor or TA (as applicable).

* 5. Instructor name

* 6. Instructor phone number

* 7. Instructor email

8. Secondary Instructor/TA name

9. Secondary Instructor/TA phone number

Next, we need to know how your exam will be administered. A timed assessment will either be via Remote Proctoring or Learning Management System. An Alternate Assessment would be a “private” exam, where you might just need a conflict free date and time for a project due date or presentations. It is not required that alternate assessments be scheduled, as it was in Fall 2020.

* 10. Which format would you like to use for your April 2021 final exam?

PLEASE NOTE: Applications for remote proctoring platforms are subject to approval by the Faculty Office.

- Remote Proctoring: Examity (ASC, BHSC, NURS) or Proctortrack (COMM, FEAS, LAW)
- Learning Management System: OnQ, D2L or Elentra
- Alternate Assessment (e.g. project, presentation): I only require a scheduled, conflict free date and time

This is where any course sections running with this exam need to be listed, so we can schedule them together.

- If your exam is only applicable to a single course section (that you chose from the dropdown), select NO.
- If your exam is running with another course or section, select YES
 - e.g. CHEM/ENCH 312 or MATH 121B 001, 002 and 003

* 11. Is this exam running with another course or section?

Yes

No

If you selected YES, you need to tell us which course sections need to be scheduled at the same time, and if they are writing the same exam. **NOTE: You will need to do this for each of the course sections you list in each of the requests you need to submit.**

- If it's 2 courses from the same department, record it as: CIVL 471/880
 - (Department | course number/ course number)
- If it's two departments but same course number, record it as: MATH/MTHE 272
 - (Department/Department | course number)
- If it's the same department and course but multiple sections, record it as: COMM 181 001-003
 - (Department | Course number | Applicable sections that are all together)
- **NOTE: Include all course sections, including this one that you chose from the dropdown**

* 12. Please enter the Course(s) and Section(s) which need to be scheduled AT THE SAME TIME.

Example 1: MATH 121A 001-003, 700

Example 2: CHEM/ENCH 312

NOTE: You will need to complete one request per course section listed

* 13. Please enter the Course(s) and Section(s) which will be writing THE SAME EXAM. This will either be exactly the same as what you've entered above, or only include some of the courses you've entered above.

Example 1: MATH 121A, 002-003 (this says that sections 002 and 003 have the same exam, but a different one than 001 and 700, using the example in question 11)

Example 2: CHEM/ENCH 312

NOTE: You will need to complete one request per course section listed

- **STEP THREE:** Provide information about the exam.

The next three questions are about the duration of the exam. Once the exam schedule is finalized in early February, changes cannot be made to the duration of this exam. **Please read the following carefully.**

- When we ask for duration, we are looking for the amount of time it will take a student to complete the exam. Do not add any extra time to this question.
- If you are adding extra time for technical issues or exam submission, enter that separately.
- If you are offering a window for completion, enter that separately.

* 14. What is the duration of your exam?

This is the amount of time it will take a student to complete the exam. DO NOT add time for technical issues, accommodations or Universal Design for Learning. This cannot exceed 3 hours as per exam regulations.

1 hour

1.5 hours

2 hours

3 hours

* 15. Will your exam have extra time added for technical issues (above the duration of the exam) or submission?

No

Yes - the amount of time allowed for technical issues or exam submission is:

* 16. Will your exam have a window for completion?

Example: It is a three hour timed assessment, but you are allowing students to begin the exam any time in a 24 hour window.

NOTE: Examity comes with a 36 hour window by default

No

Yes - the window for completion is:

The next two questions are about what aids students will be allowed to use during the exam. **This information will be able to be changed, later in the term.** The second question, about if your exam contains a formula sheet, is used to assist with accommodations.

* 17. What aids are allowed for the exam?

Datasheets Textbooks

Math Tables Calculator (Casio 991 or COMM: blue sticker)

Notes (please add details in OTHER e.g. one page single sided 8.5x11 handwritten) None

Other - including online resources:

* 18. Will your exam contain a formula sheet?

Yes

No

- **STEP FOUR:** Accommodation assistance requests and confidential status are entered here.
 - **Accommodations:**
 - Our office is prepared to enter all accommodations into the appropriate platform. If you wish to have us do so, an exam shell must be entered into OnQ by March 19, 2021.
 - An exam shell is a quiz or assignment added to OnQ with the date, time and duration input. The actual questions can be added later.
 - The date, time and duration must match what has been scheduled by the Exams office. Changes cannot be made to these elements after the exam schedule is posted (mid February).
 - **Confidential exam status:**
 - All exams, unless granted confidential status by the faculties, will be posted to the ExamBank the following October. If an instructor wishes to have a Confidential exam, they choose that here, and then must submit a request to their faculty for approval by February 1. This must be done each term. Exams not approved for Confidential status by the faculty will be posted to the ExamBank.
 - If you are not granted confidential status, you will need to forward a copy of your exam to the Exams Office by April 30, 2021.

* 17. Do you want the Exams Office to enter accommodations into the appropriate platform on your behalf?

- In order for us to enter the accommodations, please have an exam "shell" created in OnQ no later than March 19.
 - An exam "shell" is a quiz/assignment added to OnQ with the date, time and duration. Questions can be added later.
 - The date, time and duration must equal what is scheduled by the Exams Office. Changes cannot be made to these fields once the exam schedule is posted.
- All instructors will receive a list of accommodations for their course by early April for reference, regardless of whether or not we have entered them into the platform. This means you do not need to request letters of accommodation from students for the final exam.
- Please note: In agreement with Student Wellness Services, any new or revised accommodations are applicable to final exams that are more than 1 week away. **Example: Accommodation is approved on April 10. Exam is April 14. That accommodation is not eligible for that exam.**

Yes - I will have an OnQ shell in place no later than March 19

No - I will manage all accommodations myself (including all alternate assessments)

* 18. Confidential exams

Per Senate policy, prior years' final exam papers will normally be made available annually to students for reference purposes. They are published on the web ExamBank in October of each year. Exemptions from the policy for particular examination question papers must be granted by the relevant Faculty or School and are known as CONFIDENTIAL EXAMS; once granted confidential status, the exam paper is not published.

Approval for confidential exam paper status MUST be received from your Faculty/School Office. It is the instructor's responsibility to obtain approval each term. Instructors should contact the Faculty Office for information directly.

NOTE: Alternate Assessments are not subject to Exam Bank posting.

I would like to have a confidential exam
(it will not be posted to the Exam Bank, subject to faculty approval)

I do not require a confidential exam
(it will be posted to the Exam Bank, and I will forward a copy of my exam to the Exams Office no later than April 30, 2021)

Additional information

Any particular exam notes or requests can be added into the "additional information" box. We are unable to accommodate individual instructor scheduling requests. Please use this area to share any information about your exam that was not collected above.

19. Additional information: Please note that individual Instructor scheduling requests cannot be accommodated.



Click **SUBMIT your exam request** and you're done – for that section. If you have other exams or sections listed in STEP TWO, please remember to follow this process for that section as well.

Exam Accommodations

<http://www.queensu.ca/registrar/exams/special-arrangements>

The Exams Office will provide exam accommodation information as follows:

MIDTERMS (any and all quizzes, tests, exams during the term)

- **All students** will be processed by the Exams Office
- Instructors are requested to submit all term test data in our online Exam Accommodation System at <https://eservices.queensu.ca/apps/eas/instructor>, **no later than January 31, 2021.**
- You will receive another email with full details on how to submit your test data and receive accommodations for your midterm tests.

FINALS

- All student accommodations will be processed for any exam that was requested and scheduled through the Exams Office, and appears on the final exam timetable
- Any student registered with Student Wellness Services will be accommodated automatically based on active enrolments.
- Accommodations are processed up to one week before the scheduled exam. Any accommodations that are approved or revised within one week are not eligible for application to the scheduled exam.
- Accommodated exams are kept to the same date/time as the main exam, unless required to be moved as a result of the student's accommodation (example, one per day) or other unavoidable circumstance
- Students will NOT be accommodated for personal conflicts