

Hello!

Exams begin next week! On behalf of the Exams Office, we wish you all the best for a successful exam session. Please take a moment to read the following helpful hints.

General things to know:

- SOLUS lists the day and time of the exam and only the in person, on campus location.
- If you have an accommodation, SOLUS does not show the details for any accommodated exam
 - Accommodated exam details are posted in [Ventus](#)
 - If your exam is being administered by the Exams Office, the date, time, and location will be listed
 - If your exam is being administered by your instructor/department, it will be listed as such
 - You will receive an automated email reminder 5 days prior to your accommodated exam
- A full list of exam regulations can be found at:
<http://www.queensu.ca/registrar/exams/regulations>.
- You will need your Student Photo ID Card to gain admittance to the exam venue. **A \$50.00 fine will be applied to those who do not bring their card.**
 - Replacement cards are available Monday through Friday in Gordon Hall, Room 125 from 8:30 am to 4:30 pm during the final exam period (December 8-22).
 - Double check that you have your card for an evening or weekend exam since the office is closed during those hours.

Masking and Public Health Measures at Queen's

- The university strongly recommends that Queen's students, staff, and faculty wear a mask in indoor settings where physical distancing cannot be maintained, including instructional spaces. Individuals may be asked to wear a mask if close contact is required; please be respectful of these requests.
- Students, staff, and faculty must stay home if they are ill. Once symptoms begin to improve for 24 hours (or 48 hours if gastrointestinal symptoms) and no fever is present, you may return to campus. Please continue to wear a mask for 10 days following the onset of symptoms.
- If a student needs to miss an exam due to COVID-19 illness, symptoms, or self-isolation requirement, academic consideration will be granted. Medical documentation of illness is not required. Students can submit an academic consideration request by following your Faculty's/School's established protocol for students with extenuating circumstances. Students can find additional information in the [Extenuating Circumstances procedure](#) and [policy](#).

Before you write your exam:

- Know where you're going! (Don't just follow your friend)
- Know your course and section number (e.g., PSYC 100A 002).
- Ensure you bring only the authorized aids for your exam
 - **CALCULATORS:** The approved exam calculator is the Casio 991
 - **COMMERCE:** Commerce students may also use, for School of Business (COMM) exams *only*, a calculator with the Commerce issued blue sticker
- Use of communication and electronic devices with memory and/or audio capabilities and/or web access is prohibited during an examination. **All electronic devices must be turned off and placed underneath the student's seat. This includes cell phones and smart watches.**
- When arriving at the exam venue, please review the blackboard/whiteboard to determine which room(s) your exam is in. Please congregate near, but **DO NOT ENTER**, that room. If all rooms are hosting the same exam, you may congregate in the general area. The proctors will direct students into the room at the appropriate time.
 - Please ensure you bring only items required for your exam as all other personal belongings, including all bags, must be left in the hallway. Queen's University assumes no responsibility for lost or stolen items.
 - Students may wear their coats into the exam venue, and they may be placed on the back of the chair.
 - If for any reason the coat impedes traffic in the aisle behind the chair, students will be required to adjust the placement of the coat to ensure safety standards are met.
 - Proctors may advise students of impediments, and students are to follow the direction of the proctors regarding coat placement.
- Please ensure you have visited the restroom and have all your required items before entering the exam venue.
 - Once admitted to the exam venue prior to the exam beginning, students will not be allowed to exit the venue until after the first half hour of the exam (9:30 / 2:30 / 7:30).
- Food/drink:
 - Students may bring drinks into the examination venue in a re-sealable container (items such as cans and/or disposable coffee cups are prohibited).
 - Food is prohibited in an exam venue and must be consumed in the hallway. If you need to eat, notify a proctor, who will escort you to the hallway. This applies to both main and accommodated venues.
- Students remaining within 15 minutes of the end of the exam duration will be required to remain seated until the very end of the exam period. Proctors will then dismiss students in rows from the exam venue.

[IF you have an exam that is being administered via a remote proctoring platform:](#)

- Information on these services can be found [here](#)
- To access these platforms via OnQ or D2L:
 - Navigate to your course and select the Examyty or Proctortrack link in Content

- From each dashboard you will be able to either schedule a practice exam in Examity or undertake the onboarding exam in Proctortrack as soon as they are made available
- It is possible you will have to write an exam in both platforms, and therefore do both activities described above
- To maintain academic integrity standards, please ensure your camera is set up to clearly display your face during your exam. You must be clearly visible to the camera for the attempt to be judged valid.
- Your Queen's Student Photo ID card or government-issued Photo ID will be required for any remotely proctored exam. Only your photo and name need to be visible to the proctor; you may conceal all other personal information. Please ensure you follow the Examity or Proctortrack guidelines:
 - [Examity](#)
 - [Proctor Track](#)
 - [Student Photo ID](#)
- IF uploading your completed exam to OnQ, please ensure you have done so within the provided timeframe, and that you attach the correct file to maintain academic integrity standards
- IF you have any technical difficulties during your exam, please contact **The IT Support Centre by phone at 613-533-6666** or <https://examchat.queensu.ca>.
 - Hours of operation:
 - Weekdays 8 am to 9 pm EST

Thank you, and again, best of luck!

Exams Office Team

Office of the University Registrar

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**Top 10 Globally
 2022 Times Higher Education Impact Ranking**

Queen's University is situated on the territory of the Haudenosaunee and Anishinaabek.

Ne Queen's University e'tho noíwe nikanónhsote tsi noíwe ne Haudenosaunee tánon Anishinaabek tehatihsnónhsahere ne óhontsa.

Gimaakwe Gchi-gkinoomaagegamig atemagad Naadowe miinwaa Anishinaabe aking.

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