December 2021 Examination Period – Frequently Asked Questions
Updated: December 14, 2021

Why was the announcement made to cancel in-person exams?

On December 12, in response to a rapid and unprecedented increase in COVID-19 cases in the Queen's community and the KFLA region, the University announced that all in-person exams for the balance of December would be cancelled and changed to alternative delivery formats.

In addition, Queen's Law and a number of other faculties decided to cancel and defer all in-person, remote and online exams, as well as other assessments that were scheduled for Monday, December 13 and Tuesday, December 14. This decision was made to mitigate the chance of community spread, support COVID-19 testing, allow faculties time to pivot to alternative proctoring options, and facilitate the safe return of students to their home regions, where possible.

Didn't the Legal Ethics exam proceed?

Based on a variety of factors, including feedback from students and administrators, Queen's Law senior leadership determined that the exam for Legal Ethics, Law 334, would proceed as a remote exam on December 14 as originally scheduled for those students who were comfortable proceeding with writing at that time. Academic accommodations and deferrals were provided for those who were unable to write at the scheduled time.

When will I know when my exam is taking place and how it will be delivered?

The Student Services team has worked in concert with senior leadership to develop a revised exam schedule based on a remote delivery format. If your revised exam schedule places two of your exams in close proximity, you will have the option to defer one of your exams to the designated deferral period, either December 23 or in the first week of January (3, 5, or 7).

If you are travelling on December 23, but would like to write a deferred exam before the end of the year, you can write on December 22. Please contact the Queen's Law Exams Office (email:lawexams@queensu.ca) to make arrangements as needed. Please indicate on which day you would like to write and include the course code and name.

What format will it be?

Students who were previously scheduled to write in-person using Proctortrack will now write remotely using Proctortrack. Proctortrack will maintain the same functionality as originally planned for in-person exams, namely that the system will take a screenshot of the student's computer during the exam but will not take any photos or videos of the student or their surroundings. Students will be able to print documents while using Proctortrack. Please see the Proctortrack Guide at the end of this document (appendix) for a step-by-step guide on how to successfully launch Proctortrack. You may also view a demonstration [here](#).

Students who were previously scheduled to write remotely, unproctored, will not use Proctortrack. Details can be found on the exam schedule ([here](#)) and in onQ.

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Can I write my exam earlier than the revised date?

Under our academic regulations, students are not permitted to take examinations prior to the scheduled date of the exam. This is to ensure the values of academic integrity are upheld. However, you will have the option of deferring one of your exams to the designated deferral period in the first week of January if required. As a reminder, you are not required to produce documentation in order to request an academic accommodation.

I am planning to travel back home, which is in a different time zone. Will any accommodations be provided?

If students are unable to write on the new exam date they can send an email to lawexams@queensu.ca to seek an accommodation. Supporting documentation is not required.

Do I need get tested?

Due to the prevalence of the Omicron variant in the Kingston region, KFL&A Public Health strongly encourages all students to get tested for COVID-19 before leaving the KFL&A region. The University has provided direction on testing requirements for asymptomatic and symptomatic students, and guidance from Kingston & Frontenac Public Health is available on the Safe Return site, and COVID-19 testing section of the Student Wellness page.

Am I required to leave Kingston immediately?

The transition to remote examinations is intended to reduce the potential for community spread, particularly in light of the more transmissible Omicron variant. This decision allows students flexibility to get tested and return to their home regions to complete their exams, where possible.
As noted, KFL&A Public Health strongly encourages all students to get tested for COVID-19 before leaving the KFL&A region.

If you are remaining in Kingston, please note that on December 13, KFL&A Public Health issued a Section 22 Order, limiting all indoor or outdoor social gatherings or an organized public event to no more than five (5) persons. The Class Order also imposes additional restrictions on all businesses that serve food and alcohol.

Can I still go to campus?

We encourage all students who have appropriate space at home to avoid coming to campus to the extent possible. However, the Law building will remain open to accommodate students who need a dedicated space to study or complete assignments, but with increased safety precautions. Among these precautions include capacity restrictions (certain areas will not be accessible), you will be required to book a space using the online tool, you must complete the SeQure COVID screening self-assessment prior to entering, masks must be worn at all times and all safety provisions must be observed as a condition on remaining on site. Anyone found violating the protocols will be required to leave the building. Effective immediately, general building hours are **8:00 am to 9:00 pm** until December 23, when the holiday shutdown period starts.

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Will I need to show proof of SeQure app?

As part of the University's enhanced protocols, all on-campus visitors (whether staff, students or faculty) are required to complete the SeQure app screening tool and present the results to the on-site security representative in order to access the building. To facilitate this, effective immediately, the entrance to the building is limited to the main doors on Union Street.

Will the library remain open?

The Lederman Law library will remain open, but with reduced hours. The library will now close **at 9:00 pm**. https://library.queensu.ca/locations/all. The hours at the Law building and Learning Commons have been reduced to correspond with revised library hours.

Masks must remain on at all times. Food and drink are not permitted.

Appendix

How to launch Proctortrack:

1. Close all applications.
2. Open Google Chrome.
3. Login to onQ.
4. Navigate to your course page.
5. Go to 'Content' at the top of the page.
6. Scroll down to the module titled 'December Exam (Proctortrack)'.
7. Launch the 'Proctortrack Dashboard'.
8. 15 minutes before your exam start time select 'Go to Test' next to the test labelled 'Proctortrack Academic Integrity Statement December Exam'.
9. Acknowledge your understanding of the guidelines by clicking in the box. Click 'Go to Next Step'.
   A) Download Proctortrack if you haven't already.
   B) Click 'Open Proctortrack' if you have already downloaded it.
10. You will see a green checkmark that says 'Connection Successful'.
11. Click 'Go to Next Step'.
12. Click 'Access Code' in the blue box on the top right side of your screen. Click 'Copy', then 'Close'.
13. Click CTRL + V to paste the password into the box where requested at the bottom of the screen.
14. Click 'Start Quiz'.
15. Review the Academic Integrity Statement. You must select all 5 boxes. Click 'Submit Quiz', then click it again on the next page. Click 'Done'.
16. Return to the 'December Exam (Proctortrack)' page. Scroll to the bottom. Open 'December Exam – File Submission Folder'.
17. Open Microsoft Word and any other permitted electronic materials.
18. Save your work often (LawXXX_Responses).
19. When ready to submit, save and close your exam responses document. Navigate back to the 'December Exam – File Submission Folder' in onQ. Follow the steps to upload and submit your responses.
20. End your Proctortrack session by clicking "END" on the top right corner of your screen.

21. When you see a green circle your upload is complete and the session has ended.

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