FACULTY OF LAW
EXAM
INFORMATION
FALL 2021

November 22, 2021
Exam Administration

• Exams will be conducted either:
  o in person proctored OR
  o Remotely un-proctored

• If writing in person, you may choose to either write your responses on paper or on your laptop using onQ along with a browser proctoring software.

• All remote exams will be administered using onQ.
On Exam Day – In Person Exams

• Students must report to the designated exam room at least 15 minutes ahead of the scheduled exam start time. You must bring the following items:
  
• Photo ID (Queen's or government issued).
• Resealable water bottles are permitted in the exam room.
• Do not bring any food or open drinks with you to the exam room.
• Stow any communication devices (phone, smart watch, etc.)
• Any materials permitted by your instructor (texts, outlines, etc).
• If writing on your laptop, you must bring your laptop power cord.
• When you arrive, plug your laptop in to a power outlet and turn it on. Login to onQ.
• Follow the instructions in onQ for submitting your exam.
On Exam Day – In Person Exams

Arriving Late
• If you arrive more than 5 minutes late for your exam, and the exam has already commenced, you should report to the Student Services Office in room 200.

Technical Issues
• If any issues arise, please alert the proctor and contact the ITSC Exam Support Chat through LiveChat at https://examchat.queensu.ca
Exam Accommodations

• If you require accommodations for exams, please ensure you have registered with Student Wellness Services. Also send your Letter of Accommodation to Helen Connop, helen.connop@queensu.ca.

• Do not contact your instructor with exam incidents/issues. To report an incident during your exam, please do so immediately following your exam to Helen Connop.
Academic Integrity

• Before gaining access to the exam, you will be required to submit an academic integrity statement which confirms your acknowledgement and understanding of the Academic Integrity policies.

• All regulations and policies are detailed in the Queen's Law Academic Calendar.

• Queen’s University takes academic integrity seriously. Any suspected departures from academic integrity will be investigated as per the Senate Policy on Academic Integrity (link: https://www.queensu.ca/academicintegrity/general-information/integrity-policies/academic-integrity-policy-documents) and the Faculty of Law Departures From Academic Integrity Guidelines (link: https://law.queensu.ca/programs/jd/student-support/academic-integrity).
Remote Exams

• If you’re writing a remote exam, it will be delivered in onQ.

• Before gaining access to the exam, you will be required to submit an academic integrity statement which confirms your acknowledgement and understanding of the Academic Integrity policies.

• Follow the instructions on the exam cover page, which will outline permitted materials and instructions on how to upload.
In Person Exams – Proctortrack

• If you’re writing an in person exam and choose to write on your laptop, you are required to install a browser proctoring software, Proctortrack.

• Proctortrack will capture your screen and ensure you aren’t accessing prohibited material.

You must download Microsoft Word or another Word processing application prior to your first exam (no web version).
Proctortrack Exams – Set Up

1. Go to the course content page in onQ.
2. Select the Go To Test button on your Proctortrack Dashboard.
3. Follow instructions to download and install Proctortrack Extension.
4. Review and agree to the exam guidelines, then click Go To Next Step.
5. The Proctortrack app will launch or you will be prompted to download and open it, if you have previously removed the app from your system.
6. Confirm your consent to Proctortrack’s Terms of Service and Privacy Policy.
7. Proceed with the full system check.
8. Review the exam guidelines once more, then click the I AGREE, LET’S BEGIN button to start the exam.
Proctortrack Exam Instructions

• Printed exam questions will be available to students on their desk face down until approval is given to begin.
• Log in to onQ and open course page.
• Open ProctorTrack dashboard.
• Open and begin Academic Integrity quiz.
• Complete the Academic Integrity quiz (check all 5 boxes!).
• Open December Exam Assignment Submission folder.
• Open the desktop version of MS Word compile and save answers.
• Upload the save MS Word file to the December Exam Assignment Submission folder.
• End ProctorTrack session.
Proctortrack Exams

While taking your proctored exam, the Proctortrack system will not notify you when it detects a potential violation of the exam guidelines – it will monitor for and flag any potential violations, to be reviewed later by the Student Services Office.
### Permitted Materials

Pay close attention and prepare in advance. Permitted materials will vary by course.

<table>
<thead>
<tr>
<th>You <strong>ARE</strong> permitted to</th>
<th>You <strong>ARE NOT</strong> permitted to</th>
</tr>
</thead>
<tbody>
<tr>
<td>• For <strong>technical issues</strong>, alert the proctor and contact the ITSC Exam Support Chat through LiveChat at <a href="https://examchat.queensu.ca">https://examchat.queensu.ca</a></td>
<td>• Access any web resources apart from the onQ assignment submission folder.</td>
</tr>
<tr>
<td></td>
<td>• Use any communication tools including but not limited to: email, texting, messenger, etc.</td>
</tr>
<tr>
<td></td>
<td>• Share questions/answers on any web platform or with any web service.</td>
</tr>
<tr>
<td></td>
<td>• Take screenshots.</td>
</tr>
</tbody>
</table>
Onboarding Test

• Before you complete your exam, you are encouraged to complete a short Onboarding Test. The Onboarding Test will help you to set-up the Proctortrack application on your laptop and give you an opportunity to become acquainted with the process before completing your exam.

• Use Google Chrome (with extension).

• Firefox, Safari, and Edge are not compatible with Proctortrack.

The onboarding test will be available in onQ beginning November 29.
Proctortrack Drop In

• Monday November 29th 1-2pm Room 201
• Thursday December 2nd 10-11am Room 201
Support

• For any assistance you require before exam day you may email the Faculty of Law Student Services Office: lawexams@queensu.ca

• Manager, Academic Success and Student Support, Helen Connop, helen.connop@queensu.ca

• For technical issues, please contact the ITSC Exam Support Chat: LiveChat at https://examchat.queensu.ca