

Exam Information Session

September 29, 2025

Exam Information



Installation instructions will be emailed along with your ID and password.



Please save questions until the end.

Important Policy Update

Going forward, in-person exams will be written in Exemplify in **Secure Mode**. This means that, in addition to not having access to the internet, students will not have access to electronic documents on their hard drives.

For open-book exams, only hard-copy materials will be permitted.

If you have any questions about this policy, please contact Assistant Dean Karla McGrath at karla.mcgrath@queensu.ca.

Exam Accommodations

Ongoing disability accommodations

- Queen's Student Accessibility Services (QSAS).
- Ventus Deadline: November 15th (fall), March 15th (winter)

Students who require short-term considerations due to illness, injury or a family emergency

- Equity and Academic Success Coordinator, Jennifer Brierley.

Religious Exam Accommodations

- Deadline to request religious exam accommodations: Nov 15 (fall), March 15 (winter).
- Send requests to exams@queensu.ca.

Accommodated Exams

- REMINDER: November 15th deadline for Fall Exams!
- Go to [New Students to QSAS](#) page for the detailed steps on how to book an appointment with an advisor, and how to submit your documentation.
- Exam scheduling information can be found in VENTUS.
- Accommodated exam may not be scheduled at the same time as the regular exam.
 - Check frequently, as your start time may change.
- It is your responsibility to ensure that any accommodations for additional time have been applied in Exemplify. Check that the time remaining is correct at the start of your exam.

Before your first exam it is your responsibility to ensure:

- That your laptop meets Exemplify's minimum system requirements and can open and run the software.
- That there is adequate hard drive space available.
- That your computer is virus free.
- That you have downloaded the exam.
- Once you have installed and registered Exemplify, familiarize yourself with the software by completing the Mock Exam.

Exam Day

- Report to exam room at least 15 minutes prior to exam time. Bring the following:
 - Your Queen's Photo ID card. **Government ID will not be accepted.**
 - The power cord for your laptop.
 - Your Exemplify username and password.
 - Any exam aids permitted by your instructor (textbooks, notes, etc).

Exam Day Con't

- When you arrive, plug your computer into a power outlet, turn on the computer, login to Exemplify and click on your exam and follow the instructions provided.
- Exemplify will prevent you from accessing the internet and your hard drive.
- Your exam is saved every 60 seconds.

Exam Room Regulations

- Student ID on your desk.
- Students cannot leave within the first 30 minutes, or the last 15 minutes.
- No food.
- Beverages are permitted in resealable containers only.
- No electronic devices – aside from laptop.
- Exam papers remain face-down until proctor says begin & must be turned in after the exam



Academic Integrity

- Integrity is central to everything you do as a law student/future lawyer.
- Zero tolerance for academic misconduct (cheating, plagiarizing, unauthorized collaboration etc).
- Incidents of academic misconduct must be reported to the Law Society.
- Become familiar with [Queen's Law Academic Integrity Policy](#).



Installing Exemplify

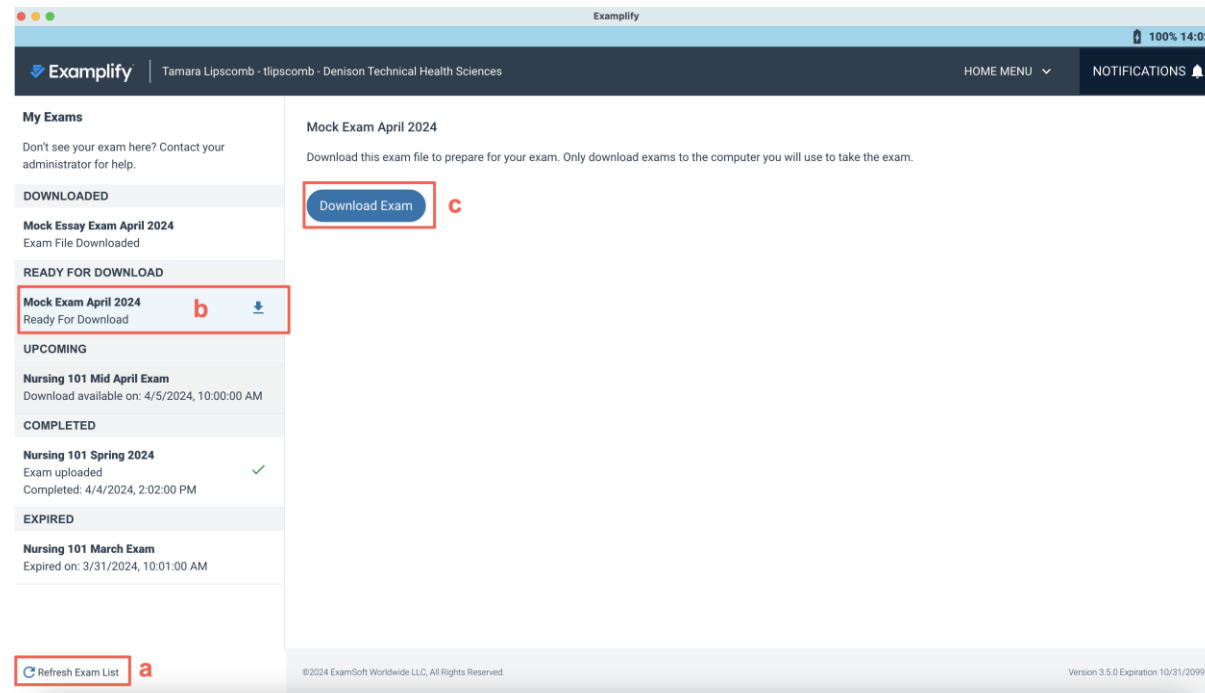
- Email with instructions will be sent (check junk folder) today.
Save this email.
- See device-specific instructions.
- Take the **Law Mock Exam**. This is a critical step and will identify any issues before your first exam.



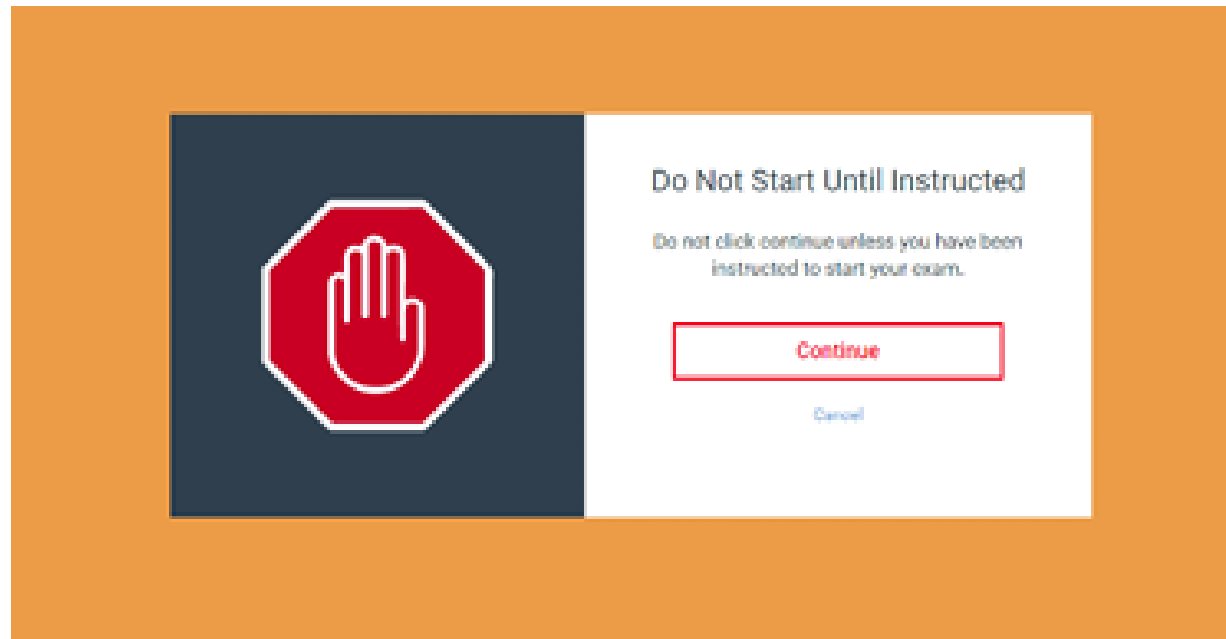
Downloading Your Exam

- Once successfully logged into Examplify, there may or may not be exam(s) ready for download*. If you do not see the exam you are scheduled to take, click the **Refresh Exam List** button.

**You will receive a notification via email when your exam is ready for download.*



Starting Your Exam




Mock Test Screenshot

The screenshot displays the Exemplify mock test interface. At the top, a dark blue header bar contains the Exemplify logo, the text "PREVIEW_Law Mock Exam | MARGIE GORDON (67450)", and a "TIME REMAINING 00:59" timer. On the left, a vertical sidebar shows a "FILTER" button and a list of question numbers 1 through 7, with question 7 highlighted in blue. The main content area shows "Question 7" with a dropdown arrow, a "FLAG QUESTION" button, and a yellow flag icon. The question text is "Is a hotdog a sandwich? Why or why not?". Below this, it says "Essay Answer" with a document icon and "0 / 100000 characters". A red oval highlights the rich text editor toolbar, which includes options for font (Arial), size (9pt), bold (B), underline (U), italic (I), superscript (x²), subscript (x₂), bulleted list, numbered list, indent, outdent, link, unlink, insert table, insert image, undo, redo, and save.


Exemplify™ PREVIEW_Law Mock Exam | MARGIE GORDON (67450) TIME REMAINING 00:59














FILTER >

1
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Question 7 ▾ FLAG QUESTION  >

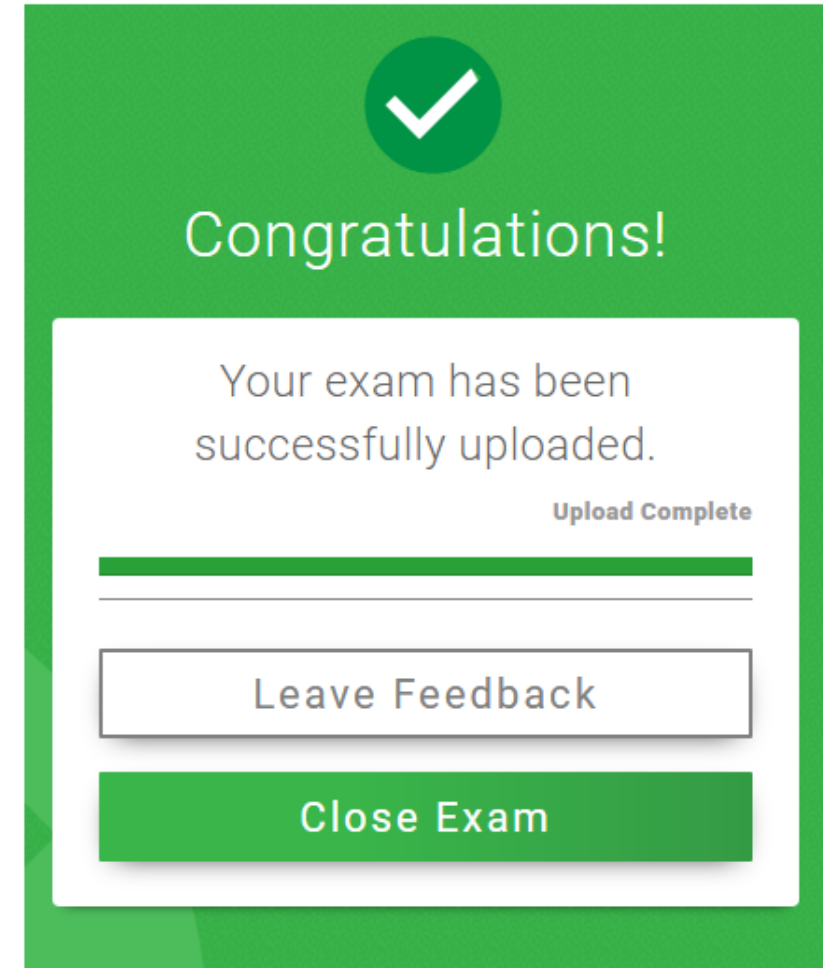
Is a hotdog a sandwich? Why or why not?

Essay Answer  0 / 100000 characters

Arial ▾ 9pt ▾ **B** U *I* x² x₂     Ω         

Green Screen = Successful Submission

- After you have completed your exam wait for the green screen with a check mark to appear.



Tech Issues

For a mid-exam freeze or crash, rebooting the computer without closing Exemplify usually solves the problem. Hold down the power button until the computer restarts.

Remember: your responses are saved and backed up automatically every 60 seconds.



Tech Issues Continued

- Most technology issues can be identified during the Mock Exam. If you encounter an issue during the Mock Exam, reach out to lawitsupport@queensu.ca or visit room 406.
- Technology issues are not covered by the extenuating circumstances policy.
- If restarting your laptop did not resolve the issue, start handwriting.
- Remember: your responses are saved and backed up automatically every 60 seconds!

Check Out The Portal



Exam Administration in the Faculty of Law at Queen's University

The Faculty of Law at Queen's University uses a cloud-based exam software called Exemplify to administer exams. Students will install the software on their own laptop in order to take secure electronic exams. Students who choose not to use Exemplify will handwrite exams. All exams are managed by the faculty with the exception of most accommodated exams. To prepare for a smooth testing day, we ask that you read all of the information below.

Exam Dates

Exam schedules are posted [here](#).

Exam Accommodations

Accommodated exams are managed by the central exams office: please visit [their website](#) for details. If you require accommodations for exams, please ensure you have registered with [Student Wellness Services](#) no later than November 7 (Fall) and/or March 7 (Winter).

Regulations and Policies

All regulations and policies are detailed in the Queen's Law [Academic Calendar](#).

Exam Schedule

Fri Dec 12	Law 471 Immigration and Refugee	Aiken	3	Yes	9am	201	Exemplify
	Law 170 Criminal Law	Robinson	1.5	No	1pm	201 (A-Ke), 202 (Kh-Z)	Exemplify
	Law 171 Criminal Law	Ewing	1.5	No	1pm	002 (A-La), 003 (Le-Z)	Exemplify
	Law 172 Criminal Law	Haak	1.5	No	1pm	004 (A-L), 211 (M-S), 300 (T-Z)	Exemplify
	Law 173 Criminal Law	Robinson	1.5	No	1pm	001	Exemplify
Mon Dec 15	Law 190 Torts	Thomas	TBD*	No	1pm	Take home exam	OnQ
	Law 191 Torts	Maur	1.5	No	1pm	001 (A-M), 002 (N-Z)	Exemplify
	Law 192 Torts	Choquette	3	No	1pm	201 (A-G), 202 (J-Re), 211 (Ri-Z)	Exemplify
Tues Dec 16	Law 520 Family Law	Bala	3	No	9am	201 (A-J), 202 (K-Ta), 211 (Th-Z)	Exemplify
	Law 508 Taxation	Ozai	3	No	9am	001	Exemplify
	Law 448 Securities Regulation	Corlett, Ritchie	3	No	1pm	201 (A-K), 202 (L-Z)	Exemplify
	Law 509 Taxation of Trusts and Estates	Doobay			1pm	211	Exemplify

Note: students with assessment accommodations should check Ventus closer to the exam period for their exam room, date, and time.

Public Law Midterm Exams

- Practice exams written during class time.
- Dates set by instructors.
- In person proctored exam format.
- Helps students prepare for the December exam period.
- More information in onQ closer to your exam date.
- **Complete mock exam before the mid-term.**

Course	Exam Date	Time
Law 140	Thurs Oct 9	11:30am
Law 141	Tues Oct 7	10:00am
Law 142	Tues Oct 21	10:00am
Law 143	Tues Oct 14	10:00am
Law 144	Tues Oct 14	10:00am
Law 145	Thurs Oct 9	10:00am
Law 146	Thurs Oct 23	9:00am



- Watch for Exemplify updates in the weekly student newsletter.
- Complete the Law Mock Exam.
- Exams will be available for download 24 hours before the exam start time.
- Responses are saved every 60 seconds.
- Hard drive access is disabled.
- Students with additional time: check the time remaining at the start of your exam.

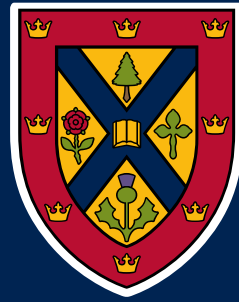
Questions?

Key Contacts:

lawexams@queensu.ca

lawITsupport@queensu.ca





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