Exam Information Session
Fall 2022

Exam Information

Exam schedule is available now.

In-person exams are written using Examplify.

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

Deferred exam day: Wednesday December 21.

Please save questions until the end.

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Installing Examplify

- Email with instructions will be sent (check junk folder).

- See device-specific instructions.

- Take the Mock Exam.

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Before arriving on campus for your exam it is your responsibility to ensure:

- That your PC or Mac can open and run Examplify.

- That there is adequate hard drive space available.

- That your computer is virus free.

- That all updates have been done so you are not held up on the day of an exam.

- Once you have installed and registered Examplify, familiarize yourself with the software by utilizing the built-in Mock Exam.
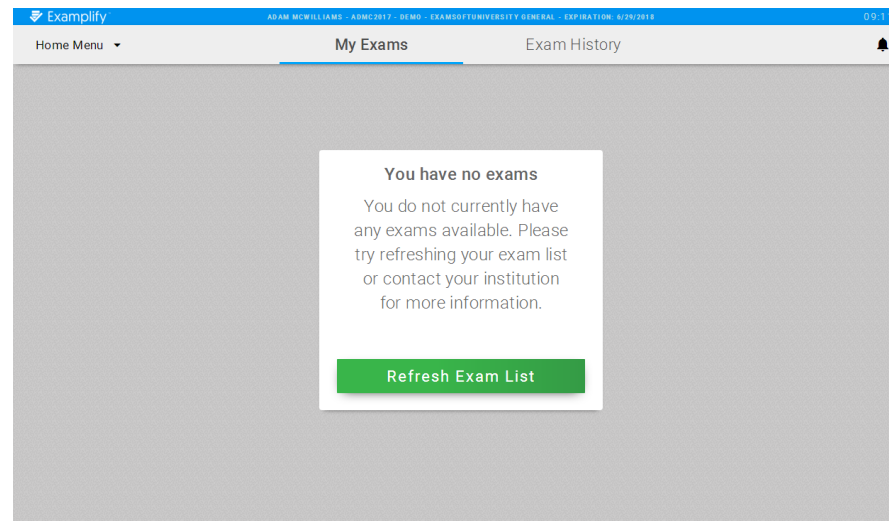
Exam Day

- Report to exam room at least 15 minutes prior to exam time. Bring the following:
  - Your Queen's Photo ID card.
  - The power cord for your laptop.
  - Your Examplify username and password.

- When you arrive, plug your computer into a power outlet, turn on the computer, login to Examplify and click on your exam and follow the instructions provided.

- Examplify will lock your laptop, preventing you from accessing the internet or any other application on your hard drive.

- Your exam is saved every 60 seconds.

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.

Testing Screenshot
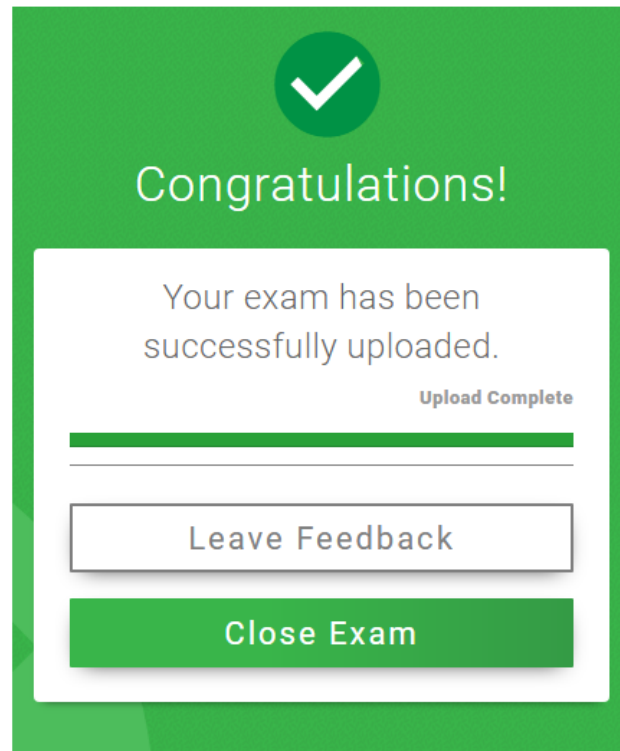
This is the Green Screen

- 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, alert the proctor.

- Rebooting the computer without closing Examplify 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.

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.

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Check Out the Portal

Faculty of Law, Student Services Office

lawexams@queensu.ca

Law Building – Room 200

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