



Exam Information Session

October 1, 2024



Exam Information



In-person exams are written using Exemplify.



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



Please save questions until the end.



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



Queen's Law / Programs / JD / Academic Program / Course Information / Exam Schedule

Exam Schedule

[Fall 2024 and Winter 2025 Exams](#)

Please note the exam schedule is very much subject to change.

If you are a student who receives exam accommodations, please check frequently during the exam period as changes can happen.

More information about exams can be found [here](#).



Date	Course	Instructor	Length	Opt.	Time	Law Building Location (by surname)	Software
Mon Dec 9	Law 334 Legal Ethics	Maur	2	No	9am	201, 202, 211, 400, 300	Exemplify
	Law 140 Public Law	Baines	3h	No	1pm	201	Exemplify
	Law 141 Public Law	Aiken	3h	No	1pm	202	Exemplify
	Law 142 Public Law	Weinrib	3h	No	1pm	2	Exemplify
	Law 143 Public Law	Metcalfe	3h	No	1pm	3	Exemplify
	Law 144 Public Law	Weinrib	3h	No	1pm	4	Exemplify
	Law 145 Public Law	Grey	3h	No	1pm	211, 400	Exemplify
	Law 146 Public Law	Walters	3h	No	1pm	1	Exemplify
Tues Dec 10	Law 440-001 Business Associations	Henderson	3h	No	9am	201, 202, 211	Exemplify
	Law 440-002 Business Associations	Sukdeo	3h	No	9am	002, 003, 004	Exemplify
	Law 463 Trusts and Equity	Freedman	3h	No	1pm	201, 202	Exemplify
Wed Dec 11	Law 460 Land Transactions	Pratt	3h	No	9am	201, 202	Exemplify
	Law 567 Employment Law	Sorensen	3h	No	9am	211, 400, 001	Exemplify
	Law 180 Property	Lamp	1.5h	No	1pm	201, 202, 211	Exemplify
	Law 182 Property	Cossette-Lefebvre	3h	No	1pm	002, 003	Exemplify
	Law 183 Property	Choquette	3h	No	1pm	001, 004	Exemplify
Thurs Dec 12	Law 552 Fiduciary Obligation	Ellis	8h*	No	9am	take-home	onQ
	Law 427 Administrative Law	Grey	3h	No	9am	201, 202	Exemplify
	Law 437 International Investment Law	Little	8h*	No	9am	take-home	onQ

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



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.



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.
- Scheduling information can be found in VENTUS.
- Your accommodated exam will likely not be at the same time as the regular exam.
- Check frequently, as your start time may change.



Before Arriving on Campus

Take the Mock Exam to ensure:

- That your PC or Mac can open and run Exemplify.
- That there is adequate hard drive space available.
- That your computer is virus free.



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 Exemplify username and password.
 - Any exam aids permitted by your instructor (textbooks, notes, etc.)
- 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, but you will be able to access your hard drive if permitted by your instructor.
- 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 (laptops ok)
- 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).
- See device-specific instructions.

Take the Mock Exam!



Exam Software Functions

⊘ Not Enabled

- Internet access will be blocked.

✓ Enabled

- Hard Drive access in open book exams, if permitted.

📋 To be determined by instructor:

- Cut/copy/paste feature.
- Highlight/drag feature.



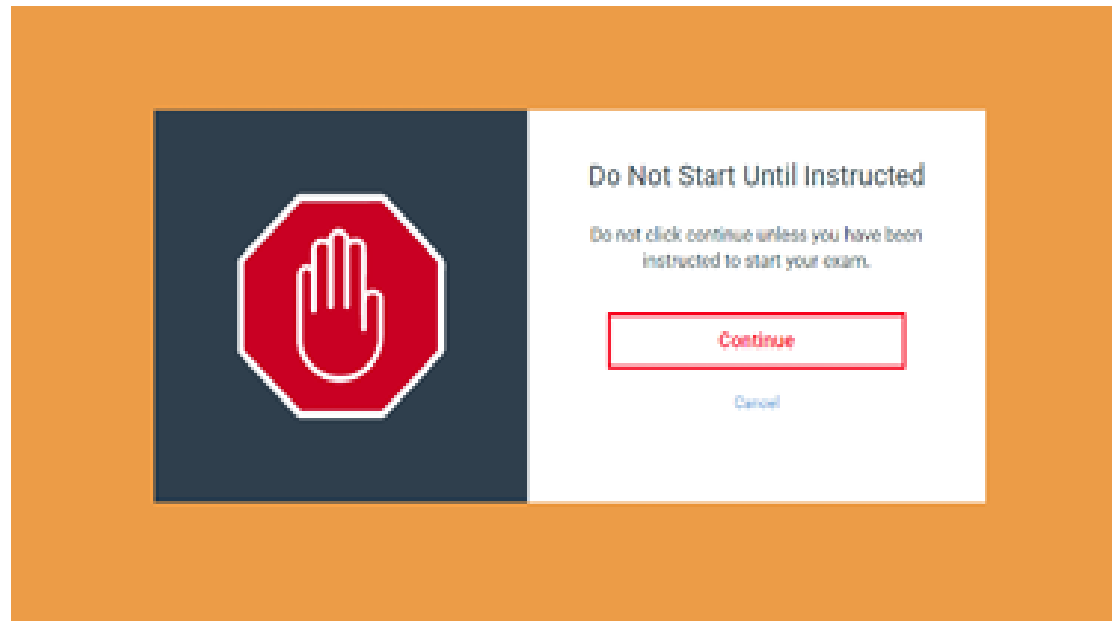
Downloading Your Exam

- Exams can be downloaded 24 hours before exam start.
- You will receive a notification via email when your exam is ready for download.
- If you do not see the exam you are scheduled to take, click the **Refresh Exam List** button.

The screenshot displays the 'My Exams' section of a user interface. On the left, a table lists exams under the heading 'My Exams'. The first row is 'READY FOR DOWNLOAD'. The second row is 'PREVIEW_Mock Exam' with the status 'ready for download' and a download icon. At the bottom left of this section is a 'Refresh Exam List' button. On the right, the details for the 'PREVIEW_Mock Exam' are shown, including the text 'Exam preview- Available for only 48 hours' and 'Press download to access the exam preview.' Below this is a prominent blue 'Download Exam Preview' button. At the bottom right of the interface, there is a footer with the text '©2023 ExamSoft Worldwide LLC, All Rights Reserved.' and 'Version 3.3.0 Expiration 08/31/2024'.




Starting your Exam




Mock Test Screenshot

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

FILTER >

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 [bulleted list] [numbered list] [table] [link] [unlink] [undo] [redo] [print]

1

2

3

4

5

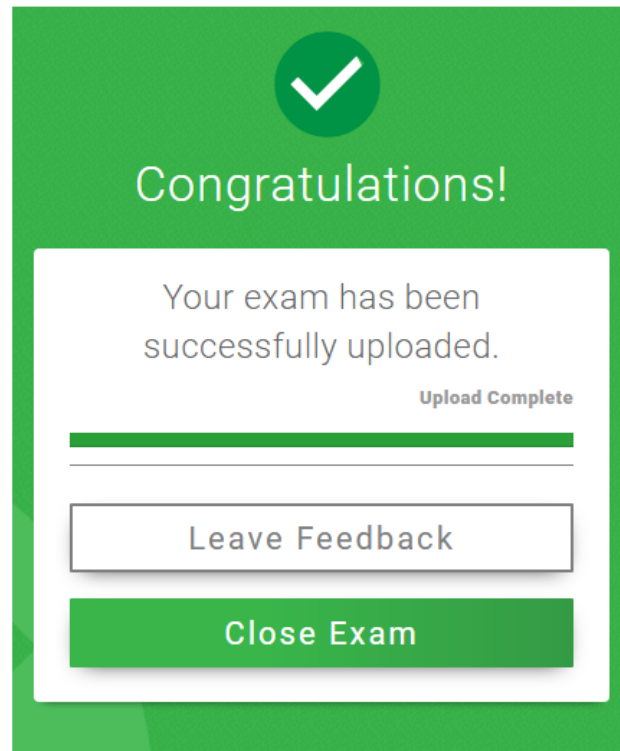
6

7



Green Screen = Successful Submission

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



Tech Issues During Exam

- For a mid-exam freeze or crash, alert the proctor.
- 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.
- Most technology issues can be identified during the Mock Exam.
 - If you encounter an issue, 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.



Public Law Midterm Exams

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

Dates

Law 140: Tues Oct 15

Law 141: Wed Oct 16

Law 142: N/A - Assignment

Law 143: Tues Oct 8

Law 144: N/A - Assignment

Law 145: Tues Oct 8

Law 146: Thurs Oct 31



Pro Tips

- Complete the Mock Exam!
- Exams will be available for download 24 hours before start time.
- Responses are saved every 60 seconds.
- Copy/paste function will be determined by your instructor.
- Extra time will not be applied to take-home exams (onQ).





Faculty of Law, Student Services Office

lawexams@queensu.ca