# Ventus - Instructor Manual

Please note: "Assessment" refers to any quiz, test, midterm occurring during the term: September 6 to December 5, or SOLUS-listed mid-year or final exam.

In May 2022, Queen's University introduced Ventus. This online application replaced the previous Exam Accommodation System (EAS) used to

4. Upload all applicable assessment file(s) (e.g. exam paper, instructor-provided formula sheets, etc.). If preferred, the instructor may submit physical copies to the Exams Office (Gordon Hall, Rm 110). These documents must be received a minimum of 3 business days before the assessment date. Failure to meet this deadline may result in the cancellation of your students' accommodation arrangements. For centrally scheduled mid-year and final exams, the exam paper must be physically submitted to the Exams Office (Gordon Hall, Rm 110) by the communicated deadline.
5. Check back regularly to stay up to date on when and where your students are writing. Arrangements will be finalized 1 week prior to the assessment date.
6. Pick up completed accommodated assessments from the Exams Office.

Once logged in, you will arrive at the Course List where all your courses will be listed. From here you can select a course and enter the applicable assessment date, time, and details. Please note, the term is listed at the top; please ensure you are entering data into the correct term.
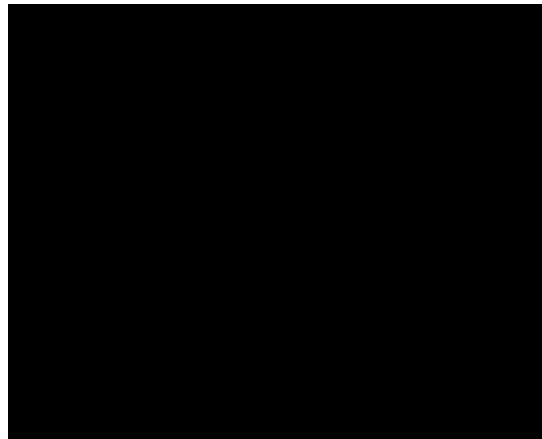
Select the course you would like to add an assessment to. If a course is not listed, it is because you are not the instructor of record in PeopleSoft. If you are the instructor, reach out to your departmental timetabling assistant to have PeopleSoft updated.

Note: If a co-instructor and/or a TA need access to a course, a request needs to be submitted. On the Ventus landing page, complete the request form for the correct portal. Access can only be granted to current Queen's employees. Student information must remain confidential and should be limited to those who are working directly with accommodated students.
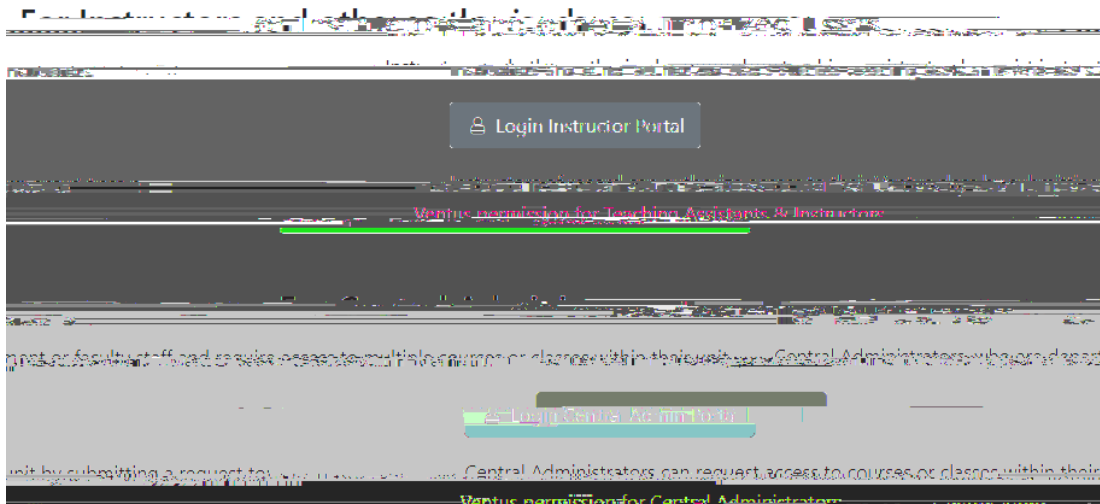
Fill in all applicable information as is accurate for the course and <u>not</u> specific to an accommodated student. The Exams Office will take into consideration the student's accommodations and class schedule.

Instructors must follow their faculty's rules for utilizing remote proctoring services. Selecting "Yes" to remote proctoring does not guarantee your assessment will be remotely proctored. The instructor should reach out to their faculty office regarding how to secure remote proctoring services.

Specify if you are providing a window for students to access and complete the assessment. For example, the assessment is available to start within a 24-hour period, but once the student starts, they only have 60 mins to complete the assessment. Providing a window of access is only available for online assessments.

Answer booklets will only be supplied if specified in the Assessment Details. If it is not specified, students will be instructed to write their answers on the question paper.

Scantrons must be supplied by the instructor/faculty. If not supplied, students will be instructed to write their answers on the question paper.

Scrap paper is supplied to students by the Exams Office unless the assessment has confidential status. If this is the case, scrap paper is only supplied to students that have an accommodation to access and use scrap paper. Confidential status can only be applied to SOLUS-listed exams.


From the Dashboard, select Edit/Upload for the ARA you want to add the files to. This can be used to attach the question paper, instructor-provided formula sheet, reference tables, etc. Instructors are also allowed to drop off a physical copy to the Exams Office (Gordon Hall, Room 110). All necessary assessment papers must be received a minimum 3 business days ahead of the assessment date. Failure to submit your documents by the deadline may result in the cancellation of your students' accommodated assessment arrangements.
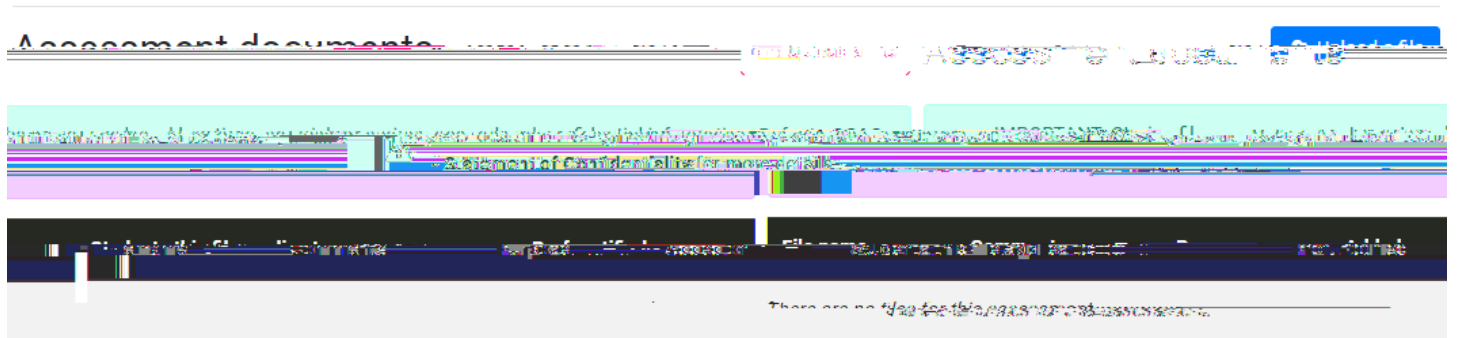

Select Upload a file and fill in the necessary information regarding the file. The maximum file size permitted is 20 MB and should be limited to Word documents and PDF files; other file types may be challenging for the Exams Office to print. Do not add print instructions to the Comments section; these should be added to the Printing instructions section on the Assessment Details page ([see above](#)).
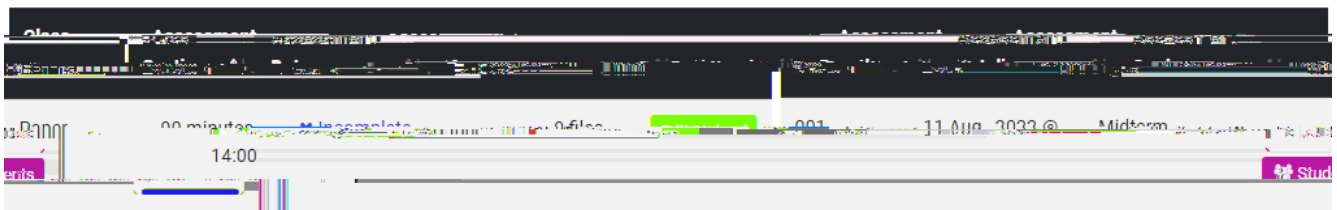
A file can be specific to a certain student (e.g. an instructor-approved memory aid) or be for the entire class.
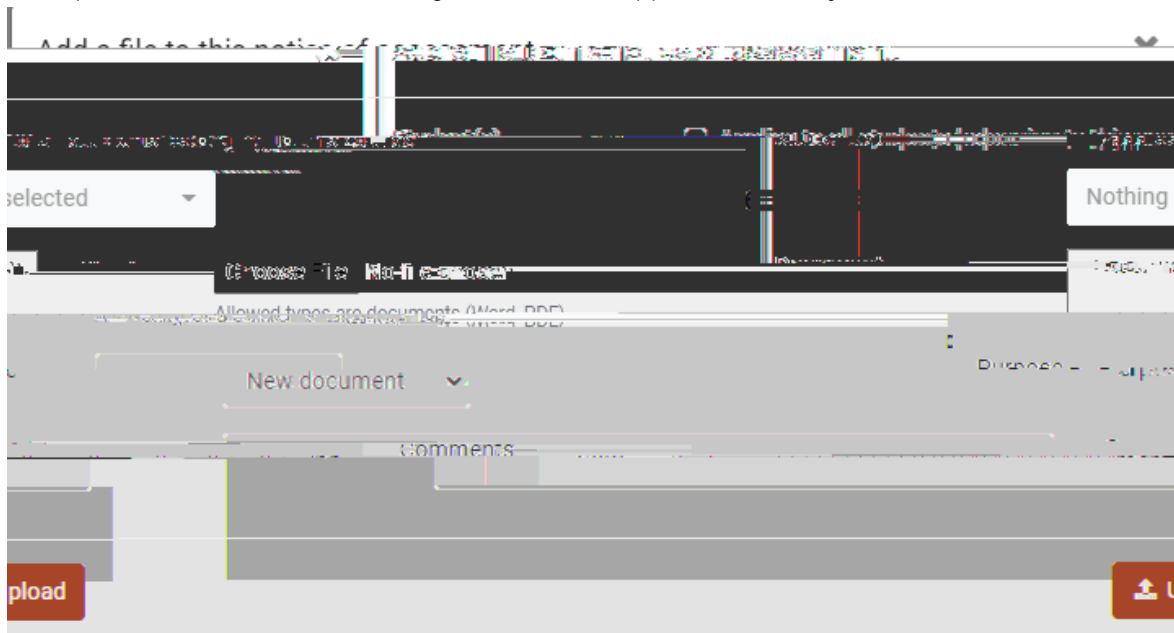
If you are replacing an existing file, you will need to specify from the existing files which file is being replaced.
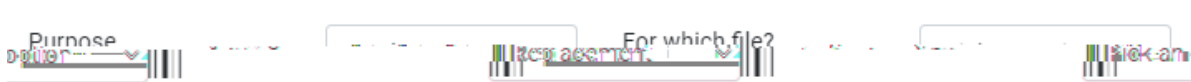
To see which students have requested accommodation, select the assessment and then the Students button.

You will see a table of each student who has accommodations. Details of where/when they are writing their accommodated assessment will be updated as soon as the Exams Office has processed the information. Check back regularly to stay up-to-date. Arrangements will be finalized 1 week (5 business days) prior to the assessment date. If you select Export Accommodations you can download an Excel spreadsheet with the student information for easier viewing or manipulation.

Pick up the completed accommodated assessments from the Exams Office (Gordon Hall, Rm 110) the day after the assessment or directly from the accommodated venue on the day of the assessment. You will be required to show photo

ID to confirm your identity. If assessment