

## **TRANSFER OF ASSIGNMENTS AND EXAMS**

One of the leading facilitator responsibilities is ensuring that completed student exams and assignments are delivered to Live Interactive Office promptly.

### **THE INSTRUCTOR GIVES AN ASSIGNMENT OR EXAM**

Instructors can give an assignment in class, through CANVAS, or as a handout. If a hard copy handout is needed, the Live Interactive Office Course Specialist will post the material that needs to be copied and passed out to the students on the LI SECURE ACCESS CANVAS course for the current semester. This should occur several days before the handout is needed.

Once in a while, the instructor is behind, and the handout may come the day it is needed. In this case, the facilitator must do their best to accommodate the instructor's last-minute request.

### **MAILING IN AN ASSIGNMENT OR EXAM**

Live Interactive Office will provide you with pre-paid envelopes that you will use to send the assignments to Live Interactive Office. Each set of assignments sent to Live Interactive Office must have the following:

Student's name

Site

Class

Assignment name

To process, grade, and return it correctly.

Some facilitators use one cover sheet for a set of exams or assignments, which works as well as individual cover sheets. Make sure the actual assignment has the student name, site, class, and assignment name. This is especially important for assignments to be returned to the student.

It is the responsibility of the student to make sure they keep a copy of all assignments and papers they turn in. Once in a while, assignments are lost in the mail or lost by the instructor. In these circumstances, sometimes a backup copy must be submitted.

**Facilitators should keep copies of all exams sent to UVU if exams are lost in transit or by the instructor. These should be shredded or sent to UVU ES after all grades are posted and the semester is over.**