



## **Instructions: Transfer of Assignments and Exams**

It is the responsibility of the facilitator to ensure that completed student assignments and exams are delivered to the Digital Education Office promptly.

Instructors will deliver assignments in class, through CANVAS, or as a handout. If a hard copy handout is needed, the Digital Education Manager will post the material LI SECURE ACCESS CANVAS within the course for the current semester. Handouts must be copied and passed out to the students. This should occur at least one day before the handout is needed.

Occasionally the instructor may provide the handout the day it is needed. Facilitators must be ready 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
- Course
- 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, course, 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.