

Fall 2013 Critical Updates

The CTC has been working closely with the Associate Deans and the President's Council to discuss the future of classroom exams at UVU. Fortunately it has been decided that traditional classroom courses will continue to be serviced this coming academic year. However, it is essential that all faculty support our current fee structure to ensure enough revenue is generated to cover our costs of test administration. Therefore, the fees collected from every exam will be watched closely this year.

1. The total number of exams/quizzes/finals an instructor can give per course/section is per semester.
2. Priority scheduling for the semester is as follows:
 - a. August 5 Distance Education courses
 - b. August 12 Large Section (>100 students per section) and HotBunk Hybrid
 - c. August 19 All other courses
3. The fee days have been inverted, so now the first 1/3 of the exam is free. A day exam has one free day and two fee days. The cost of testing administration is \$2.50 per student enrolled, per exam. If enough fees are not collected to cover those costs, the department will be billed for the difference.
4. The hours have changed for Friday nights and Saturdays. Fridays we will be handing out our last exam at pm, and Saturdays we will open at noon, handing out our last exam at pm.
5. Exams may not begin or end on Saturdays due to limited campus resources and third-party technical support.

Reminders:

1. The CTC does **not** allow personal electronic devices to be used (except non-qwerty calculators) in the center, including but not limited to e-books, cell phones, translators, mp3 players, etc.
2. Exams must be submitted by noon the business day prior to the start date. If you miss that deadline, you may not be able run your scheduled exam in the center, depending on capacity for that time in the semester.
3. Exams needing to be picked up are available after 1 noon the following business day after your exam closes.
4. If the CTC employees notice questionable behavior of a student while testing, an incident report will be emailed to you within 24-48 hours. Video surveillance of the incident is available upon request.
5. Students who present a letter of accommodation for your exam can be serviced through our Proctored Exam Center, which requires the student to make an appointment 2 business hours in advance. If that appointment is during your standard testing window, you do **not** need to submit a separate exam for the accommodative student. If it is outside your standard testing window, you will need to submit that exam through the Non-Standard option in Chi, similar to submitting a make-up exam for a student.