

Spring 201 Classroom Testing Critical Updates

Another great semester is on its way and we look forward to serving our faculty and students. We are excited to announce the following updates which will help aid each of you in using our services more efficiently. Thank you for the opportunity to assist you in providing an exceptional educational experience for our students.

Exam Scheduling: Email ctc@uvu.edu with your scheduling requests for Spring term. Scheduling a time in the center can be done long before the exam is submitted to the center. In order to schedule, we need the following information emailed to us right away: Instructor Name, Course Name and Section(s), Standard/Non-Standard, Exam Type (see page two for exam types defined), Exam name and number, # of students, exam dates with a first and second option. In your subject title, identify it with a title that says "Scheduling Request for..." and identify which type of course per the list below.

These requests will be processed in the following hierarchy, per the date time stamp received:

First: **Distance Education** Courses

Second: **Large Classroom** (>150 students) and **Hybrid** Courses

Third: **Traditional Classroom** Courses

We will start scheduling exam requests according to this hierarchy the first week of January. You will receive a confirmation email once your exams have been scheduled. Email your requests in now! The system will be turned on for all faculty to access scheduling (without needing to email us) the first day we open for business on January 10th. But prior to that date, our office will schedule for you via the email system you have been accustomed to. Any changes needed after scheduling with us must be done via email, so that a paper trail has been established for both parties involved.

Exam Submission: We are so excited to introduce this latest feature in Chi, which will replace our current web link for exam submission. This feature will upload your information into the Chi system, and has been designed to accept exams for a single student, a class, multiple classes, or an accommodative student.

Fee Structure:

Options	Fees
2 day testing window	1 st day free/ 2nd day FEE
3 day testing window	1 st & 2 nd day free/ 3rd day FEE
5 day testing window (> 25 students)	1 st 2 nd 3 rd day free/ 4th 5th day FEE

Batch Scoring: just a reminder that we have implemented a nominal fee for all batch scoring, which was implemented in the fall. Set up cost is \$5 per exam, plus \$.20/sheet scored.

Standard exams include:

Scantron: all questions are answered on a bubble sheet (multiple choice, T/F, matching) and the exam is machine scored. All data is reported in Chi Tester. Scantrons are kept in the CTC for 30 days, then shred. A small number of exam copies are made, which are recycled throughout the testing window. Students who write on the exam are fined \$1. All exam copies are returned to the faculty member.

Scantron + Write On: Similar to a Scantron exam, but one section of the exam requires human grading completed by the faculty member, while the machine scores the scantron portion. One copy of the exam is made per student and enough space is left on the exam for students to write out their work. All exam copies are returned to the faculty member. Answer sheets are kept in the CTC for 30 days, then shred.

Write On: Enough copies are provided for each student to write on the exam itself, which is graded by the instructor. The Testing Center provides proctoring services only for this type of exam. All exam copies, used and unused, are returned to the instructor. Exams can be picked up after 12:00 pm the first business day after the exam closes.

Scantron + Blue Book: similar to Scantron + Write On, the only difference is that instead of providing space on the exam to show work, instead a blue book is purchased and used instead. Less exam copies are needed as they can be recycled, but students are required to purchase a blue book for \$.50 in the center. Scantrons are kept in the CTC for 30 days, then shred. Blue books and exam copies are returned to the faculty member.

Blue Book: All answers are written in a blue book, which is returned to the faculty member for grading. Exam copies can be recycled so fewer copies are needed. Students are not to write on the exam copies. All exam copies and blue books are returned to the faculty member.

On-Line Chi: a computerized exam administered in Chi Tester. All questions are generated from the faculty desktop and instantly uploaded into the Chi System. Exams can be delivered solely in the Testing Center, or other sites may be designated. Scores are reported in the faculty Chi account. The ability to upload those scores into Canvas will be available in the near future.

Computer Exam: any computerized exam that is not delivered directly in Chi, such as a Canvas or MyMathLab exam. Before any third-party computer exams can be delivered in the CTC, it must be approved by the Testing Center Director and LAN Manager. All exam scores are delivered via the third-party software. The CTC simply provides the computer and proctoring necessary to facilitate the exam.

Non-Standard exams include:

Retakes – an opportunity for a section or large group of students to have a second attempt for an exam already given in the center. Cost \$4 per exam.

Make Up Exam – for specifically identified students who need to test outside of the original testing window. Cost \$4 per exam.

Accommodative Exam – for specifically identified students who need accommodations per a letter from the ASD Office. If the rest of the exam group is taking the exam in class, there is no charge for this service, but an apt is required 24 hours in advance. If the exam is running in the center, the same fee window applies.