

Summer 201 Critical Updates

1. **Summer Scheduling:** Scheduling the center for usage this summer will have the following roll out:
 - a. April 15 – Distance Education courses can schedule exams for summer term
 - b. April 22 – Large Section courses can schedule exams for summer term
 - c. April 29 – All other instructors can begin scheduling exams for summer term

To schedule your exams, log in to Chi and “create new exam” for every exam needed during the semester. While you do not need to upload your exam when scheduling early, this process does reserve your spot in the center for the semester.

2. **Summer Testing Hours:** after extensive study on usage last summer, we have changed our hours, so please review the new summer testing hours listed on our website under the faculty tab. Testing hours will be Tuesday - Friday from noon to 5 pm and Saturdays from noon to 5 pm. Once we close our doors at the end of the day, all clients will be given 1 hour to complete their exams (this is a change – in the past year, all clients have been given 2 hours to complete their exams). The center will open for business the second week of classes, and will close for a few additional days around the 4th and 24th of July.
3. **Summer Faculty Services Hours:** Office hours are Monday - Friday from 9 am to 5 pm. There are no faculty services available on Saturdays so please plan accordingly for test drop off and pick up. While there are no testing hours on Mondays, the office is still open on Mondays for faculty services.
4. **Saturday Testing:** While many students love to take exams on Saturdays, they are also the day with the least amount of support from other departments, the Banner system, third-party tech support, ability to contact faculty for clarifications, etc. Therefore, during summer term you will not be allowed to start or end an exam on Saturdays.
5. **Distance Education Courses:** Distance Education instructors will no longer need to rely on staff in Distance Education to schedule exams for them, regardless of test type. All instructors can schedule and submit exams themselves, however, all DE course exams (X or T) must be submitted separately from your traditional classroom exams, given the different rules that apply.
6. **Late Fees** – these fees are still our critical source of funding for the center. 2 or 3-day exam has 1 fee day and 5-day exam has 2 fee days. The only way to remove them is for your academic department to pay for every exam given in the center, which is what Distance Education has chosen to do. If you would like to remove fees from your exams, you can schedule a meeting with the Testing Director to discuss payment options for your exams.
7. **New Usage Model for Fall 2013:** Funding, enrollment, revenue, budgets seem to be the topics of every discussion these days, and that is no different for the Classroom Testing Center. We have been working with the Associate Deans for the past several months to design a new model for usage of the center. It has come down to a prioritization process of which courses will be granted access to use the center beginning Fall 2013. More details on this subject will be forthcoming at the first of the fiscal year in July.

8. **Technology in the center** – with more students using electronic textbooks, we get several requests to use a laptop or tablet or smart phone to access textbooks, calculators, or notes as testing aids. Given the total number of exams we proctor simultaneously, the CTC does not have the ability to properly proctor personal technology devices, so even with instructor approval, these devices are not allowed in the center. This ban includes calculators with qwerty keyboards. We have also needed to ban calculator sleeves, so if certain formulas are needed for your exam, please provide those formulas on the exam itself.
9. **Calculator Hierarchy** – when selecting what type of calculator is allowed for use in the center, we use the following structure:
 - a. Level 1 Basic 4-Function (either bring in your own or borrow from center)
 - b. Level 2 Scientific (either bring in your own or borrow from center, can restrict to only use a CTC calculator)
 - c. Level 3 Graphing (either bring in your own or borrow from center, can restrict to only use a CTC calculator – memory is cleared after each use)
 - d. Level 4 Any calculator (either bring in your own or borrow from center, can restrict to only use a CTC calculator – memory is cleared after each use)
 - e. Financial Calculator (either bring in your own or borrow from the center)

If level calculator is chosen, then any level up to 4 is allowed on the exam. If you have any questions about this hierarchy, please call our office for clarification.
10. **Computer vs paper-based exams** – when developing an exam for running in the center, we cannot combine paper and computer exam. But may run a paper-based exam at the same time as a computer-based exam, as long as both exams are submitted separately. Just realize the students will need to check out each exam separately, as they each have a different room and process assigned to each test type. Also, a computer cannot be used as a testing aid for a paper-based exam, such as needing Word or Excel. Please contact Colleen Sorensen, Director of Testing, if you have questions regarding this topic.
11. **Making changes to paper exams after processing** – while no one is perfect, the number of exams we have needed to “reprocess” has cost our department significantly in terms of labor and resources. Once your paper exam has been processed, should your exam need to be reprocessed for reasons such as having submitted the wrong exam, numbering was off, formatting errors, etc, there will be a \$25 reprocessing fee billed to your department. Should you find yourself needing to correct an exam that has already been processed, please call our office to consult what the next steps should be regarding your exam.
12. **T collect or not to collect** – when allowing testing aids in the center, here is what we collect vs what we do not collect:
 - a. Cue Sheet – YES single hand written or typed sheet (3x5, 4x6, half sheet, or 8.5x11) which is collected. This cue sheet is then destroyed and is NOT to be recycled for a second use. Cue sheets can be requested to be attached to a write on exam, but no guarantees are made to ensure all cue sheets are returned to the instructor.
 - b. Notes – NO hand written notes typically in a binder or notebook. Faculty should be extra cautious in allowing this form of testing aid as students can easily remove test materials.
 - c. Textbook – NO The same security risk applies as notes, since students can easily remove testing materials via this testing aid.