

# Fall 2014 Critical Updates

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**Usage costs** are shared between students and departments as follows:

|          |                |  |
|----------|----------------|--|
| Option 1 | Two Day Exam   | day free, day student fee  |
| Option 2 | Three Day Exam | day free, day student fee  |
| Option 3 | Five Day Exam  | days free, days student fee (only available to classes with 25+ students enrolled) |

Excess charges (the difference between test preparation costs and actual fees collected) will be billed to the applicable department at the end of the semester. The CTC is unable to waive fees for students, so any student hardship cases will need to be addressed between the professor and student.

## Important Dates to Remember

|           |   |
|-----------|---|
| August 4  | DE Courses can schedule fall exams                  |
| August 11 | Large section (100+) can schedule fall exams        |
| August 18 | Traditional courses can schedule fall exams         |
| Sept 8    | CTC opens   |
| Oct 16-18 | Closed for Fall Break                               |
| Nov 24-29 | Closed for Thanksgiving                             |
| Dec 12    | All exams leading up to the final must be completed |
| Dec 18    | All finals must be completed                        |

## Helpful Hints

Exams may not start or end on weekends.

Faculty can pick up exams after 12:00 noon the first business day after it closes (weekends are not considered business days).

Faculty Services are available Mon-Thurs 8 am to 4 pm, Fridays 8 am to 4 pm, beginning 9/8.

CTC employees do not have rights to change/fix issues in computer exams (Canvas, myITlab, etc), unless it was developed by the instructor in the Chi program.

Be sure to close all computer exams at midnight.

Create a different computer password per exam. Using the same password for multiple exams can cause havoc for students who accidentally click on the wrong exam in Canvas.

All faculty changes to an existing exam need to be submitted in writing via email to [testingservices@uvu.edu](mailto:testingservices@uvu.edu)

All make up exams have a student fee attached, regardless of what day it is taken on.

Remind students to visit our website at [www.uvu.edu/testingservices](http://www.uvu.edu/testingservices) for hours of operation.