Spring 2015 Critical Updates

Usage costs are the same as those stated for Fall 2014. We do not anticipate any changes to the current usage model, so plan on this model long term.

Important Dates to Remember

December 15   DE Courses can schedule spring exams

December 22   Large section (100+) can schedule spring exams

December 29   Traditional courses can schedule spring exams

January 12   CTC opens

Remind students to visit our website at www.uvu.edu/testingservices for hours of operation.

Suggestions to Communicate with Students Prior to an Exam

The day before the exam starts, consider reminding your students of the following information:

1. Instructor name – while we can look this up, it makes the transaction go much faster if the student can recall your name (you would be surprised at how many students d   <u>not</u> know this)
2. The course name and section number   exam type, and what testing aids you allow
3. Which days are free and which days are a fee
4. Remind your students to view the testing center website for hours of operation before coming
5. When the exam results will be available (if you do not release scores until your exam closes, which is recommended, it can cause weeping and wailing from some students who are expecting an immediate score)

Rules to Remember – Please review previous updates for additional info

- When uploading an exam, include the following information in the header:
  - Exam #, Course Name, Instructor Name
- Exams may not start or end on Saturdays. Fridays and Mondays are still the most popular ending dates chosen by faculty. Consider ending an exam mid-week when the center is not as busy.
- Faculty Support is not available on Saturdays. The center is open on Saturday afternoons for testing, but no one is staffed in the office outside of those afternoon testing hours.
- Once an exam has been processed, limited if any changes can be made to the exam. If you realize a mistake has been made in submitting your exam (forgotten testing aid, supplemental packet, etc), contact us in writing at ctc@uvu.edu for consultation. While phone calls are appreciated and often needed, the written permission is required to process any changes to an exam for various security reasons.
- Students should never be penalized for taking an exam on any given day of a testing window.
- Video surveillance is recorded throughout the center, including lobbies, hallways, and testing rooms. Should you ever receive an incident report of a cheating incident that occurred in the center, please do not hesitate to contact us to view the video surveillance and download it for your own record keeping.