

Summer 2015 Critical Updates

Important Dates to Remember

April 20	DE Courses can schedule	May 23	Closed
April 27	Large section (100+)	July 3-4	Closed
May 4	Traditional courses	July 24-25	Closed
May 20	CTC opens	Aug 14	Last day of testing

Remind students to visit our website at www.uvu.edu/testingervices for hours of operation. During the summer months, we offer testing Tuesday through Saturday.

Important Reminders – Please review previous updates for additional info

- When uploading an exam, include the following information in the header:
 - Exam #, Course Name, Instructor Name
- 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.
- Students should never be penalized for taking an exam on any given day of a testing window.
- All cheating or testing incidents have a written report sent to your Outlook email. Please review those incidents quickly upon receipt.
- Video surveillance is recorded throughout the center, including lobbies, hallways, and testing rooms. Should you ever receive an incident report 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.
- Noon is the magical deadline for all exams. Exams that start the next business day need to be dropped off by noon the business day before. Exams that close can be picked up the next business day after 12 pm. Please respect these critical deadlines, as they are essential to our success in serving you. Saturdays are not considered business days.
- When a currently running exam is extended at the request of a faculty member, it creates a significant amount of work for the staff to grant this request. Therefore, additional fee days are added, not free days.
- Understanding the difference between notes and cue sheets is critical to our partnership. Various faculty members have very different expectations of what they want, therefore, we have defined notes and cue sheets as follows:
 - Notes: unlimited, must be bound in a notebook or folder, no loose leaf notes allowed in the center. The staff will proctor whether notes are allowed, and will watch for any writing on the notes, in which case they will be confiscated. Notes are not collected, but instead retained by the student leaving the center. We highly discourage this form of testing aid, as it is a simple way for students to take testing information out of the center.
 - Cue Sheets: only one is allowed, in the size of 3x5, 4x6, or half sheet. The cue sheet is inspected at time of check in, and is required to be turned in at the end of the exam. Cue sheets are destroyed after the exam is complete. The cue sheet cannot be recycled for a second use in the center.