

Summer 2016 Critical Updates

Important Dates to Remember

April 18	DE Courses can schedule summer exams
April 25	Large sections (100+) schedule summer exams
May 2	Traditional courses schedule summer exams
May 9	Summer semester begins
May 17	CTC opens

CTC Closures

May 21, 24	Closed for maintenance
July 2, 4	4 th of July Holiday
July 23	Pioneer Day Weekend

NOTICE – Change in hours for Summer:

- **Classroom testing:** Tuesday – Friday open 11:00 am to 6:00 pm
Saturday open 11:00 am – 2:00 pm
- **Office/Lobby hours:** Monday – Friday 8:00 am – 6:00 pm
Faculty support is not available on Saturdays. The center is open for testing, but no one is staffed in the office outside of the afternoon testing hours.

Important Reminders –

- **Computer exams in CTC –**
 - Make sure time limit in Canvas, MyITLab, etc. matches in time limit in Chitester.
 - Make sure dates in Canvas, MyITLab, etc. match in Chitester.
 - When submitting an accommodative computer exam for a student with extended time, make sure to extend the time in canvas, MyITLab, etc also.
- **The use of Microsoft Office in the CTC.** If you run an exam in the CTC that uses Microsoft Office products, such as excel or word, as a test aid or as part of your exam, please be aware that students will be able to access the “help” option. Using the help option shows how to perform any action within the program. Tabs opened within the Microsoft program will be allowed. We do, however monitor for tabs outside the Microsoft program, which are not allowed.
- **Notes & Cue Sheets reminder**
 - Notes must be in a binder and are not limited.
 - Cue sheets up to a half sheet size, collected and destroyed after testing. We do not attach them to the exam.

CTC Stats for Spring Semester 2016

Average time spent in line – Less than 8 minutes

Longest line for the semester – 30 minutes (within 35 minutes the line was down to under 15 minute wait.)

All New Faculty Information Center – Do you have questions about the Testing Center? Need help scheduling in Chitester? How long did your students actually wait in line? Come check out our new Faculty Information Center located in our front office.

Please review previous updates for additional info

<http://www.uvu.edu/testing-services/faculty/criticalupdates.html>