Fall 2018 Critical Updates

Important Dates to Remember

July 30	Online courses, Hybrid courses, & Large sections (100+) can schedule Fall exams
August 6	Traditional courses can schedule Fall exams
August 20	Fall Semester begins
August 28	CTC opens

CTC Closures

September 1, 3	Labor Day
October 18-20	Fall Break
November 17-26	Thanksgiving break
December 7	Reading Day

Exams may not start on the following days:

September 4	Day after Labor Day
October 22	Day after Fall Break

(This allows our staff sufficient time to process the exams)

Fall Semester Hours Beginning August 28:

- **Classroom testing:** Monday – Thursday open 10:00 am to 8:00 pm
  Fridays open 10:00 am to 5:00 pm
  Saturdays open 10:00 am to 2:00 pm

- **Office/Lobby hours:** Monday – Thursday from 8:00 am to 8:00 pm
  Fridays from 8:00 am to 5:00 pm

While the center is open for testing on Saturdays, faculty support is not available over the weekends as no one is staffed in the office. For emergencies please email ctc@uvu.edu.

Important Reminders and Updates–

Scheduling and extended breaks

All exams must conclude prior to an extended break. Exams may not start before Fall break, Thanksgiving break, or Spring break and end after the break concludes. If you schedule an exam in Chi Tester with a date range that is in conflict to this rule or the established scheduling model, we will be reaching out to you to help change your exam dates.

Exams for the last week of class

At the request of the Academic Vice President's Office, exams may not be scheduled during the last week of classes without prior permission being granted by your respective Dean. Once permission has been received please forward that to ctc@uvu.edu and we will work with you on manually scheduling you in Chi Tester for that week.

Final Exams

As a reminder to allow as many instructors and students to utilize the testing center during finals week during the Fall and Spring semesters as possible, all finals may only run for 2 testing day periods. In addition final exams may only run during finals week, and may not be scheduled in the last week of classes or before.

Inconsistencies with Exam Instructions and Chi Tester

We have continued to see issues with omitted or conflicting information from what is entered in Chi Tester and what appears in the actual exam. These inconsistencies can prevent students from testing until clarification has been received from you on what was intended.

- For example if the exam prompt or question tells the student to use scratch paper or a bluebook but it was never mentioned as a test aid, and there are no notes from the test submission process in Chi Tester instructing our staff to allow the test aid.

In your exams or online testing platforms, please make sure the following match what you enter into Chi Tester:

- Test Aids
- Time Limits
- Computer Passwords
- Special Instructions

Please review previous updates for additional info

https://www.uvu.edu/testingservices/info/faculty.html