

Spring 2018 Critical Updates

Important Dates to Remember

December 18	Online courses, Hybrid courses, & Large sections (100+) can schedule Spring exams
December 25	Traditional courses can schedule Spring exams
January 8	Spring Semester begins
January 17	CTC opens

CTC Closures

February 19	Presidents Day
February 23-24	System Maintenance
February 26	Limited Testing for placement only (No Classroom Exams)
March 17-24	Spring Break
March 26	Limited Testing for placement only (No Classroom Exams)
April 27	Reading Day

Spring Semester Hours Beginning January 17:

- **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 – Friday from 8:00 am to 8:00 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–

Inconsistencies with Exam Instructions and Chi Tester

- We have seen an increase in 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.

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

Security Exceptions for Computer Exams

- If a student is taking the exam *before the scheduled dates for the rest of the class*, please notify us by email at ctc@uvu.edu after setting up the security exception, so we can have the exam ready for the student.
- Please keep in mind if you create a security exception for an exam that uses a Test Aid Packet, you will need to ensure that we have a copy for the student to use.

Cue Sheet Policy

We continue to see students bring in cue sheets that are folded, ripped, torn, taped, stapled, glued or otherwise adapted. When cue sheets are manipulated in these and other ways, it is extremely easy for a student to conceal extra information that is not allowed or intended, as well as making it difficult for our staff to issue and proctor exams.

- We are asking for your help in communicating to your students the size of cue sheet you selected for the exam, and that it must be cut down so that it is a single sheet of paper or card without any of the aforementioned adaptations.
- As of July 1, 2017 cue sheets that do not meet this standard will NOT be accepted and students will be given the option to leave and come back with a cue sheet that meets the requirements or to test without their cue sheet.

Please review previous updates for additional info

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