

Summer 2018 Critical Updates

Important Dates to Remember

April 18	Online courses, Hybrid courses, & Large sections (100+) can schedule Summer exams
April 25	Traditional courses can schedule Summer exams
May 9	Summer Semester begins
May 16	CTC opens

CTC Closures

May 28	Holiday – Memorial Day
July 4	Holiday – Independence Day
July 24	Holiday – Pioneer Day
August 11	Closed after semester ends

Exams may not start on the following days:

May 29	Day after Memorial Day
July 5	Day after Independence Day
July 25	Day after Pioneer Day

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

Summer Semester Hours Beginning May 16:

- **Classroom testing:** Mondays are closed for testing during Summer
Tuesday – Thursday open 11:00 am to 6:00 pm
Fridays open 11:00 am to 5:00 pm
Saturdays open 11:00 am to 2:00 pm
- **Office/Lobby hours:** Monday – Friday 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–

Chi Tester Test Type Misunderstandings

We have noticed many instructors mistakenly selecting the “Online” test type format when scheduling an exam in Chi Tester when they meant to select another test type.

- This “Online” test type utilizes the test building and delivery feature in Chi Tester allowing instructors to run a computer exam when a third party computer platform like Canvas or others are NOT being utilized for the course.
- In most cases the “Computer” test type is the most common intended selection when running an exam that will be utilizing a computer and is meant to be paired with a third party platform like Canvas, McGraw Hill Connect, Pearson MyLabs, etc.. You will be prompted to enter a password for the exam as part of this set up.
- The “Online” test type format should not be used to indicate that the course is an “Online Course.” But you should instead select the physical or digital format that you intend the actual exam to be in as it is a test type selector not a course type selector.

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 first page of the test tells the student to use a calculator but it was never mentioned as a test aid, or a question in a computerized test has a link to a periodic table of elements or other resource for the student to use, but there are no notes from the test submission process in Chi Tester instructing our staff to allow the resources.

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

New Testing Services Website

As part of our website redesign the Faculty section has been condensed to one page which now includes our Semester Schedules and Calendars, Critical Updates, and Line Reports which were previously on separate pages. It can be viewed at <https://www.uvu.edu/testing-services/info/faculty.html>.

Please review previous updates for additional info

<https://www.uvu.edu/testing-services/info/faculty.html>