Fall 2019 Critical Updates

Important Dates to Remember

August 5	Online courses, Hybrid courses, & Large sections (100+) can schedule Fall exams
August 12	Traditional courses can schedule Fall exams
August 19	Fall Semester begins
August 27	CTC opens for Fall Semester
December 2	Final exams submission deadline – Drop-off by 5:00 pm or submit online by 8:00 pm
	We highly encourage faculty to submit final exams prior to Thanksgiving Break.

CTC Closures

Aug 31 – Sept 2	Labor Day
October 17 – 21	Fall Break
October 25 – 26	Midsemester Maintenance
November 23 – 30	Thanksgiving Break
December 2	Thanksgiving Break
December 6	Reading Day

EXAMS MAY NOT START ON THE FOLLOWING DAYS:

September 3	Day after Labor Day
October 28	Day after Midsemester Maintenance

This allows our staff enough time to process the exams.

Fall Semester Hours (Beginning August 27)

Classroom Testing Hours		**Office/Lobby Hours**	
Monday – Thursday	10:00 AM – 8:00 PM	Monday – Thursday	8:00 AM – 8:00 PM
Friday	10:00 AM – 5:00 PM	Friday	8:00 AM – 5:00 PM
Saturday	10:00 AM – 2:00 PM	Saturday	Not Available

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 Updates & Reminders

Proctorio

If using Proctorio to administer exams, we ask that you do not schedule a **class exam** in the Testing Center as a back-up or second option for students. Doing so may distort our testing numbers by reserving slots for students who most likely will not come to test. We rely heavily on the accuracy of these numbers to prepare staffing and other resources. In addition, it may prevent other professors from scheduling as we have a limited number of testing slots available each day. If you have students who would prefer to use the Testing Center in place of Proctorio, please create a **make-up exam** for the students. Be sure to alter the Proctorio Flexible Exam Settings to allow those students to use a live proctor. Please contact the Office of Teaching and Learning (OTL) for further assistance regarding Proctorio settings.

Scheduling and Extended Breaks

All exams must end prior to an extended break – i.e. exams may not begin before a break and end after the break concludes. Extended breaks include Fall Break, Thanksgiving Break, and Spring Break. Even if Chi Tester permits you to schedule spanning an extended break, you will be contacted and asked to adjust your testing dates accordingly. Although the Testing Center is often open during a portion of extended breaks, testing is only available on a limited basis for placement assessments.

Faculty Page – Chi Tester Tutorials

We have recently added several Chi Tester scheduling tutorials to the Faculty Page of our website. You can view the Faculty Page at www.uvu.edu/testingservices/info/faculty. On this page you can also find copies of previous Critical Updates, current semester scheduling calendars, and past testing center line reports.

Please review previous updates for additional info
https://www.uvu.edu/testingservices/info/faculty.html