

Summer 2019 Critical Updates

Important Dates to Remember

April 8	Online courses, Hybrid courses, & Large sections (100+) can schedule Summer exams
April 15	Traditional courses can schedule Summer exams
April 22	Spring Final Exam Submission Deadline – 8pm
May 8	Summer Semester begins
May 15	CTC opens

CTC Closures

May 25, 27	Holiday – Memorial Day
July 4-6	Holiday – Independence Day
July 24	Holiday – Pioneer Day
August 10	Closed after semester ends

Exams may not start on the following days:

May 28	Day after Memorial Day
July 25	Day after Pioneer Day

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

Summer Semester Hours Beginning May 15:

Classroom testing hours	Office/Lobby hours
Mondays are closed for testing during Summer	Mondays from 8:00 am to 5:00 pm
Tuesday – Thursday from 11:00 am to 6:00 pm	Tuesday – Thursday from 8:00 am to 6:00 pm
Fridays from 11:00 am to 5:00 pm	Fridays from 8:00 am to 5:00 pm
Saturdays from 11:00 am to 2:00 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–

Notes as a Testing Aid

A thought about notes – We **HIGHLY** discourage this form of testing aid, as it is a simple way for students to take testing information out of the center, which we consider a security breach. Therefore, should you proceed to use this testing aid option, we **HIGHLY** encourage you to retire your exam after one use. Students often share everything they can about exams in a variety of formats.

Our goal is to eliminate students using our systems against us to commit any form of cheating (which we define as students bypassing the learning process).

Do's	Don'ts
<ul style="list-style-type: none"> Have students bring notes bound in a notebook or folder 	<ul style="list-style-type: none"> No loose pages
<ul style="list-style-type: none"> Handwritten or typed (both formats are allowed when using notes as a test aid) 	<ul style="list-style-type: none"> Students are not to write on the notes while testing (proctors will confiscate notes if this behavior is witnessed)
<ul style="list-style-type: none"> Communicate with students prior to the testing window what the boundaries are regarding what you suggest they bring as notes for an optimal testing experience 	<ul style="list-style-type: none"> Do not expect CTC employees to monitor the contents of the notes Notes are NOT collected after testing

If you want to discuss other formats of assessing your students learning, please contact our Director, Colleen Sorensen or the Office of Teaching & Learning. Either of these resources will gladly assist you in devising some assessment methodology for the greatest success in your classroom assessments.

Exam Copy Errors

Please be on the lookout for errors in your exam copies before uploading them into Chi Tester or dropping them off at our office. Here are some of the most common errors we have seen recently:

- Answers bolded or visible
- Exam name different on test copy than in Chi Tester
- Question number order mixed up or skipping numbers
- Answer lettering not consistent for multiple choice

Citrix file discovery

For faculty members who are finding it difficult to find and upload exam files into Chi Tester by navigating through the (C:) drive when using Citrix, we would like to remind you that an easy workaround is to put your exams on a flash drive, which are easier to locate in the file directory.

Fall 2018 Semester Statistics–

- Cheaters caught: 28
- Exams run: 1,389
- Testers checked in: 40,655

Please review previous updates for additional info

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