

Fall 2015 Critical Updates

Important Dates to Remember

August 3	DE Courses can schedule fall exams
August 10	Large section (100+) can schedule fall exams
August 17	Traditional courses can schedule fall exams
August 31	CTC opens

CTC Closures

September 5-7	Labor Day
October 15-17	Fall Break
October 23-24	Mid Semester training
November 23-28	Thanksgiving Holiday

Important Reminders –

- **Weekend Exams:** Please seriously consider your students when scheduling exams to run over a weekend, as the CTC is open limited hours on Friday and Saturday, giving them only one evening to test.

Understanding the difference between notes and cue sheets is critical to our partnership. Various faculty members have very different expectations of what they want, therefore, we have defined notes and cue sheets as follows:

- **Notes:** unlimited, must be bound in a notebook or folder, no loose leaf notes allowed in the center. The staff will proctor whether notes are allowed, and will watch for any writing on the notes, in which case they will be confiscated. Notes are not collected, but instead retained by the student leaving the center. We highly discourage this form of testing aid, as it is a simple way for students to take testing information out of the center.
- **Cue Sheets: As of Summer 2015 Full size (8.5x11) cue sheets are no longer allowed in the CTC.** Only one is allowed, in the size of 3x5, 4x6, or half sheet. The cue sheet is inspected at time of check in, and is required to be turned in at the end of the exam. Cue sheets are destroyed after the exam is complete. The cue sheet cannot be recycled for a second use in the center.

Please review previous updates for additional info

<http://www.uvu.edu/testingservices/faculty/criticalupdates.html>