

# Fall 2017 Critical Updates

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## Important Dates to Remember

July 31	Online courses, Hybrid courses, & Large sections (100+) can schedule Fall exams
August 7	Traditional courses can schedule Fall exams
August 21	Fall Semester begins
August 29	CTC opens

## CTC Closures

September 2, 4	Labor Day
October 19-21	Fall Break
October 27-28	System Maintenance
November 18-25	Thanksgiving break
December 8	Reading Day

## Fall Semester Hours Beginning August 29:

- **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](mailto:ctc@uvu.edu).

## Important Reminders and Updates–

- **Change in priority scheduling**

We have adjusted our priority scheduling model to allow for Online courses, Hybrid courses, and Large sections (100+) to schedule exams 3 weeks prior to the start of the semester on July 31<sup>st</sup>. Traditional courses will also be able to schedule 2 weeks prior to the start of the semester on August 7<sup>th</sup>.

- **Exam pick up and disposal reminders**

Due to the limited space available in the testing center, we have implemented a notification system to remind instructors that their exams are available for pick up. If exams are not picked up a disposal process for the exams will take place. See the table below for more details.

Write-On & Bluebook Exams	Exams must be picked up by the instructor as soon as possible after the availability time.
Scantron+Write-on Exams	Email will be sent reminding instructors that their exams are ready for pick up and/or gives the option to have the exams shredded.
Scantron Exams and Testing Aid Packets	Email will be sent reminding instructors that their exam has closed and if not picked up after two weeks the exam copies will be shredded.

- **Computer test platforms with study, review, or notetaking features during testing**

Instructors utilizing computer test platforms with built in study, review, or notetaking features during testing will need to reevaluate their use of these platforms in our center. If it is possible to disable these features, the platform may continue to be used in our center. Instructors that are unable to disable these features may need to explore other testing options or provide the exam in an alternative format, such as a paper exam. These features make it difficult to securely proctor an exam and create ambiguity around what is allowed during testing in our center. While reviewing missed information on exams is an essential part of the learning process, we do not want to provide access to that review material within the active testing environment. We recommend opening the review window after ALL students have completed the testing process.

**Please review previous updates for additional info**

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