

Spring 2016 Critical Updates

Important Dates to Remember

December 14	DE Courses can schedule Spring exams
December 21	Large section (100+) schedule spring exams
December 28	Traditional courses schedule spring exams
January 4	Semester begins
January 11	CTC Opens

CTC Closures

January 16/18	Martin Luther King Jr. Day
February 13/15-16	Presidents' Day and Campus Reading Day
March 4-5	System Updates
March 12-19	Spring Break

Important Reminders –

- **Removal of test pages** is not allowed in the CTC for security purposes. If you have formula sheets or periodic table, etc. attached to your exam, students cannot remove them while testing. Here are two options for running your exam in the CTC:
 - Submit a testing aid packet with the needed information. The students will be given the testing aid packet along with the test copy.
 - The CTC has laminated periodic tables which you may authorize as a testing aid for your students.
- **E-Books are not allowed in the CTC.** If you allow open book for your exams, please include in your syllabus that E-Books are not allowed in the Testing Center. Open book tests are recommended to be given in class.

CTC Stats for Fall Semester 2015

Average time spent in line – Less than 6 minutes

Average longest line for the semester – 18 minutes

Best time to run an exam in the CTC - Tuesday to Thursday

All New Faculty Information Center – Do you have questions about the Testing Center? Need help scheduling in Chitester? Do you want to know how long your students actually waited in line? Come check out our all new Faculty Information Center located in our front office.

Please review previous updates for additional info

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