

Spring 2017 Critical Updates

Important Dates to Remember

December 19	DE Courses can schedule Spring exams
December 26	Large sections (100+) schedule Spring exams
January 2	Traditional courses schedule Spring exams
January 9	Spring Semester begins
January 18	CTC opens

CTC Closures

February 18-20	Holiday – Washington and Lincoln Day
March 3-4	Closed for maintenance
March 18-27	Spring Break
April 28	Reading Day

Spring Semester Hours:

- **Classroom testing:** Monday – Thursday open 10:00 am – 8:00 pm
Friday open 10:00 am – 5:00 pm
Saturday open 10:00 am – 2:00 pm
- **Office/Lobby hours:** Monday – Friday open 8:00 am – 5:00 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 –

- **Submitting exams –**
Please remember that the deadline to submit exams is 12:00pm the day before an exam is scheduled to start. Keep in mind that to submit your exams you must select in Chi Tester whether you will be dropping off the exam or if you will be performing a file upload in the Form selections. Please refrain from uploading an exam and dropping it off at the center, only one submission method is needed. Also remember that exams cannot be accepted through email.
- **Non Write-on exams**
Keep in mind that if you select an exam type that does not allow students to write on the exam, the exam should not include fields that would lead students to think they should write on the exam. Such fields include but are not limited to: a line to write the student's name, lines to record answers for multiple choice questions, contracts for students to sign stating they will abide by the academic standards of the university, etc.
- **Computer exam passwords and Access codes –**
Make sure passwords in Canvas, Pearson MyLab, McGraw-Hill Connect etc. match the password in Chitester, remember anytime a password is changed in Canvas, Pearson MyLab, McGraw-Hill Connect etc. it must also be changed in Chitester.
- **Lockdown Browsers –**
Due to changing trends in Lockdown Browser technology, we ask for any requirements to use a Lockdown Browser be disabled for exams running in the Classroom Testing Center. We have found that many of the Lockdown Browsers on the market and others that are built into Canvas such as Respondus, interfere with our proctoring software.

Please review previous updates for additional info

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