

Summer 2017 Critical Updates

Important Dates to Remember

April 17	DE Courses can schedule Summer exams
April 24	Large sections (100+) schedule Summer exams
May 1	Traditional courses schedule Summer exams
May 10	Summer Semester begins
May 16	CTC opens

CTC Closures

May 27, 29	Holiday – Memorial Day
July 1, 4	Holiday – Independence Day
July 22, 24	Holiday – Pioneer Day
August 12	Closed after semester ends

Summer Semester Hours:

- **Classroom testing:** Mondays are closed for testing during Summer
Tuesday – Thursday open 11:00 am to 6:00 pm
Fridays open 11:00 am to 5:00 pm
Saturdays open 11:00 am to 2:00 pm
- **Office/Lobby hours:** Mondays 8:00 am to 5:00 pm
Tuesdays – Thursdays 8:00 am to 6:00 pm
Fridays 8:00 am to 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 and Updates–

- **Submitting exams**
Please remember that the deadline to submit exams is 12:00 pm the business day before an exam is scheduled to start. If you have missed the submission deadline, we may not be able to get your exam processed in time for the next testing day and rescheduling may be required. Also remember that exams cannot be accepted through email and must be submitted through Chi Tester via an upload or by dropping them off after they have been scheduled in Chi Tester.
- **Computer exams in the CTC**
Make sure passwords in Canvas, Pearson MyLab, McGraw-Hill Connect etc. match the password in Chi Tester. **Testing Services does NOT have access in Canvas or other third party course platforms to make changes to an exam or assist the instructor with changing passwords.**
- **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.
- **E-textbook pilot**
Testing Services will be conducting a pilot with a limited number of courses over the summer with allowing e-textbooks as part of the textbook testing aid. If you would like your course to be a part of this pilot, email your request to ctc@uvu.edu. Admission into the pilot program is not guaranteed.

Please review previous updates for additional info

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