

# Duplicating a classroom exam for an Accommodative or Makeup Exam in Chi Tester

(myUVU username and password)

1. Click, to highlight in blue, the desired exam to duplicate.
2. Click “Duplicate selected exam” on the right side of the screen.

The screenshot shows the 'Chi Tester' interface with the 'My exams' section. A table lists exams with columns for Courses and Tests, ID, Results, From, Until, and Processed. The exam 'SW 1010 004 Midterm 1' is selected, highlighted in blue. On the right side, there are buttons for 'Duplicate selected exam' and 'Transfer selected exam', with 'Duplicate selected exam' highlighted by a red box. Below the buttons is a section titled 'Do You Use HTML In Your Test?' and a 'Test Type Legend'.

Courses and Tests	ID	Results	From	Until	Processed
SW 1010					
SW 1010 004 Midterm 1	21526	12	7/19/2016	7/21/2016	Yes

3. Click “Duplicate Test”

The screenshot shows a dialog box titled 'Duplicate this test?'. It contains the text: 'If you proceed, you will make a copy of this test, which has 50 questions. None of the test results will be duplicated.' Below the text are two buttons: 'Cancel' and 'Duplicate Test'. The 'Duplicate Test' button is highlighted with a red box and a red '3.' next to it.

4. Once you select “Duplicate Test”, the system will take you back to your list of exams. The exam will be listed at the bottom off all of your exams with “Copy” at the end of the name of the exam.
5. Click, to highlight in blue, the desired exam that indicates “Copy”
6. Select, “Manage Selected Exam”

The screenshot shows the 'Chi Tester' interface with the 'My exams' section. The table now has two rows. The second row, 'SW 1010 004 Midterm 1 Copy', is highlighted in blue. On the right side, there are buttons for 'Manage selected exam' and 'Transfer selected exam', with 'Manage selected exam' highlighted by a red box and a red '6.' next to it. Below the buttons is a section titled 'Do You Use HTML In Your Test?' and a 'Test Type Legend'.

Courses and Tests	ID	Results	From	Until	Processed
SW 1010					
SW 1010 004 Midterm 1	21526	12	7/19/2016	7/21/2016	Yes
SW 1010 004 Midterm 1 Copy	21526	12	7/19/2016	7/21/2016	Yes

## 7. Click “Test Information”

**Chi Tester** UVU Edition Version 3.1.0, server 1  
Manage Exams | Grades | Courses | DE Admin | Sites | Users | Testing | My Grades | Appointments | Distance Tests

Exams > SW 1010 004 Midterm 1

### Exam parameters and settings

7. **Test information**  
Available from 07/19/16 through 07/21/16. Maximum score of 50.0.

- Audience**  
Associations made to 1 SW 1010 course section.
- Security**  
No password set. Students can take the test 1 time. Test is limited to enrolled or specified students.
- Sites**  
Available at site "Classroom Testing Center".
- Test Aids**  
This is a scantron test.
- Feedback**  
Student receives score.
- Alerts**  
No alerts are scheduled to be sent.
- Consent**  
You grant permission for authorized personnel to make necessary parameter changes.

### Questions

- Manage uploaded tests and answer keys**  
You have created 1 form. This exam has been processed, you can't upload a new exam file. Please contact the testing center if you need to change your uploaded test.

### Manage Results

There are 12 test results for this test. Results started as early as 07/19/16 and finished as late as 07/21/16. The longest test duration was 45 minutes, 24 seconds.

- Manage selective release**  
Specify other tests that need to be taken before students can take this one
- Automatically re-score student responses**  
Automatically re-calculate the result scores using the current answer key.
- Manually grade student responses/essays**  
Manually assign grades to and give feedback on student responses/essays.
- End unfinished test attempts**  
This feature is disabled because there are no unfinished test attempts.
- Reopen finished attempts**  
Open back up finished test attempts for a student to resume.
- Delete student results**  
Select results to permanently delete from this test.

### Reports

- Instructor report**  
A customizable report of student performance on this test.
- Student report**  
A report that can be printed out and distributed to students.
- Item analysis**  
Helps visualize how students responded to the items on your test.
- Test analysis**  
Analyses of the content of your test.
- Deleted Results**  
View results that have been deleted.
- Security Reports** *Coming soon!*  
Reports to double-check the security on your test.

## 8. Update the exam name to reflect the exam type

- Example: “Midterm 1 Makeup”
- Example: “Exam 2 Accommodative”

## 9. Click “Reschedule exam dates” to schedule your exam to run in the classroom testing center.

**Chi Tester** UVU Edition Version 3.1.0, server 1  
Manage Exams | Grades | Courses | DE Admin | Sites | Users | Testing | My Grades | Appointments | Distance Tests

Exams > SW 1010 004 Midterm 1 > Edit exam parameters and settings

Test Info | Audience | Security | Sites | Test Aids | Feedback | Alerts | Consent

**Test Name:** SW 1010 004 Midterm 1 Copy **Update Exam Name**

**Test ID:** 21526

**Delivery ID:** 21502

**Owner:** Elijah Nielson

**Available:** **Reschedule exam dates**

From: July 19, 2016 Time: 12 AM 00  
Until: July 21, 2016 Time: 11 PM 59

**Last day no fee:** 07/19/2016 **Recalculate**

**Instructions:** Instructions to students, testing personnel and to self...

**Timed Test:** (This test can be taken for the number of minutes specified)

**Test Type:** ScanTron Test

**Waive Fee:**  Waive all fees for this test.

**Custom Fee:**  4.00 (Do not include dollar sign)

**Non-standard:** None

**Maximum Score:** 50.0 points  
The highest score (in points) allowed on this exam (if someone scores higher, it will reduce their score to this). Leave blank to not impose a maximum score.

**Print options:** Banner Index #: 0  
# of copies: 15  
 1-sided copy  
 2-sided copy

**Return to URL:**  
Entering a complete URL above will give the student a link to that page upon completing a test.  
To create a link on another page to take this test, use the URL: https://chitester.uvu.edu/chi\_cfm?testID=21526

**Cancel** **Next: Audience** **Done & Save Changes**

10. The scheduling window will pop up.
    - a. Click the date you would like to open the exam.
    - b. Click the date you would like the exam to close.
- {Pink = unavailable, Blue = Selection, Gray = available}

### Reschedule exam dates

**When should the test be taken?**  
 (If delivered at the testing center, your exam can only be open for 2 or 3 days. If you target more than 25 students, then you can open your test for 5 days. Those days will be the only ones available to choose from. Days filled in as red are unavailable or full.)

Each exam administered in the Testing Center has a mandatory \$4.00 fee. Below is the fee schedule:

- 2 days in the Testing Center - First day free & last day with a \$4.00 fee
- 3 days in the Testing Center - First day free & last 2 days with a \$4.00 fee
- 5 days in the Testing Center - First 2 days free & last 3 days with the \$4.00 fee

**a. Open date**

August 2016

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**b. Close date**

August 2016

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**11.** Done Cancel \*This is only a SAMPLE\*

11. Click “Done” when finished.

**Chi Tester**  
 Uvu Edition

Manage Exams | Grades | Courses | DE Admin | Sites | Users | Testing | My Grades | Appointments | Distance Tests

Exams > SW 1010.004 Midterm 1 > Edit exam parameters and settings

Test Info | Audience | Security | Sites | Test Aids | Feedback | Alerts | Consent

**Test Name:** Midterm 1 Makeup

**Test ID:** 21526

**Delivery ID:** 21502

**Owner:** Elijah Nielson

**Available:** Reschedule exam dates

From: [ ] [ ] [ ] [ ] Time: 12 AM [ ] [ ]

Until: [ ] [ ] [ ] [ ] Time: 11 PM [ ] [ ]

**Last day no fee:** [ ] Recalculate

**Instructions:** + Instructions to students, testing personnel and to self...

**Timed Test:** [ ] (This test can be taken for the number of minutes specified)

**Test Type:** ScanTron Test

**Waive Fee:**  Waive all fees for this test.

**Custom Fee:**  4.00 (Do not include dollar sign)

**Non-standard:** None

**Maximum Score:** 50.0 points  
 The highest score (in points) allowed on this exam (if someone scores higher, it will reduce their score to this). Leave blank to not impose a maximum score.

**Print options:** Banner Index #: 0  
 # of copies: 15  
 1-sided copy  
 2-sided copy

**Return to URL:** [ ]

Entering a complete URL above will give the student a link to that page upon completing a test. To create a link on another page to take this test, use the URL: https://chitester.uvu.edu/chi/cm?testID=21526

Cancel
Next: Audience
12. Done & Save Changes

12. You will be brought back to the “Test Information” screen. Click, “Done and Save Changes”

13. Send an email to [ctc@uvu.edu](mailto:ctc@uvu.edu) with the following information
  - a. New Test ID
  - b. Indicate that this needs to be a Makeup Exam or Accommodative Exam
    - i. Keep in mind that Accommodative exams are for students with Letters of Accommodation from the ASD Office.
  - c. Student First & Last Name, and UVID #
  - d. And the dates the exam is to run.

If you have any questions or problems, please feel free to contact us.

Classroom Testing Center  
801-863-7095  
[ctc@uvu.edu](mailto:ctc@uvu.edu)