

Allowing Notes in Chi Tester

Log in to <https://chitester.uvu.edu> (using your myUVU username and password).

- Click on the chosen exam to highlight it blue.
- Click “**Manage selected exam**”.

The screenshot shows the 'Chi Tester' interface with a table of exams. The table has columns for 'Courses and Tests', 'ID', 'Results', 'From', 'Until', and 'Processed'. The row for 'MATH 1050 H24 Exam 20' is highlighted in blue. To the right of the table, there are several buttons: 'Create new exam', 'Duplicate selected exam', 'Delete selected exam', 'Manage selected exam', 'Transfer selected exam', and 'Cumulative report'. The 'Manage selected exam' button is highlighted with a red box.

- Select **Test Aids** on the left.

The screenshot shows the 'Chi Tester' interface for 'Exam parameters and settings' for 'FIN 3400 602 Exam 2'. On the left side, there are several links: 'Test information', 'Audience', 'Security', 'Sites', 'Test Aids', 'Alerts', and 'Consent'. The 'Test Aids' link is highlighted with a red box. On the right side, there are sections for 'Manage Results' and 'Reports'.

Notes

- Remove any instructions
- Type in “**Notes**” only.

The screenshot shows the 'Chi Tester' interface for 'Exam 3 Accommodative' in the 'Test Aids' tab. The page contains several sections with checkboxes: 'Materials', 'Dictionary', and 'Calculator'. The 'Materials' section has checkboxes for 'Open book (no eBooks allowed)', 'Cue sheet', 'Sides', and 'Sizes'. The 'Dictionary' section has checkboxes for 'English dictionary' and 'ESL dictionary'. The 'Calculator' section has checkboxes for 'Four-function calculator', 'Scientific calculator', 'Graphing calculator', 'Financial calculator', and 'Testing center provides a calculator'. A red box highlights the text 'Remove & put “NOTES”' in the 'Materials' section. At the bottom of the page, there are buttons for 'Cancel', 'Prev: Sites', 'Next: Alerts', and 'Done & Save Changes'.

- Click on “**Done & Save Changes**”
- Sent the ctc@uvu.edu and email to let us know of the changes made.

If you have any questions or problems, please feel free to contact us at 801-863-7095 or ctc@uvu.edu.