

Rescheduling Exam Dates in [Chi Tester](#) (myUVU username & password)

1. “Manage Exams” tab
2. Click on the exam that needs to be rescheduled
3. Click the button “Manage selected exam” on the right side of the screen

Chi Tester UUVU Edition version 3.1.0, server 1

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1 Manage Exams Grades Testing My Grades Appointments Distance Tests

My exams

Courses and Tests	ID	Results	From	Until	Processed
CHEM 1210 001 Exam 1	16526	55	5/21/2015	5/26/2015	Yes
CHEM 1210 001 Exam 2	16527	49	6/4/2015	6/9/2015	Yes
CHEM 1210 001 Exam 3	16529	50	6/18/2015	6/23/2015	Yes
CHEM 1210 001 Final	16603	50	6/25/2015	6/26/2015	Yes
CHEM 1210 001-Exam 2 Makeup	16714	1	6/17/2015	6/18/2015	Yes
CHEM 1210 003 Exam 1	22098	76	9/13/2016	9/15/2016	Yes
CHEM 1210 003 Exam 2	22099	76	10/11/2016	10/13/2016	Yes
CHEM 1210 003 Exam 3	22100	77	11/1/2016	11/3/2016	Yes
CHEM 1210 003 Exam 4	22101	0	11/29/2016	12/1/2016	No
CHEM 1210 003 Exam 1 Makeup	22509	1	9/12/2016	9/13/2016	Yes
CHEM 1210 003 Exam 2 Makeup	22510	1	10/10/2016	10/11/2016	Yes
CHEM 1210 003 Exam 3 Makeup	22511	0	10/31/2016	11/1/2016	Yes
2. CHEM 1210-003 Exam 4 Makeup	22512	0	11/28/2016	11/29/2016	No
Exam 1 Accommodative	22587	1	9/13/2016	9/15/2016	Yes
Exam 2 Accommodative	22922	1	10/11/2016	10/13/2016	Yes
Exam 3 Accommodative	23152	1	11/1/2016	11/3/2016	Yes

3. Manage selected exam

4. Do You Use HTML In Your Test?
Make sure that you close your HTML tags. If you don't your student may not be able to read the test. To make sure your test is free of e use a validator

Test Type Legend

- Online test
- ScanTron test (Testing Centers)
- Paper test (Testing Centers)
- Download test
- Survey
- Course Evaluation

4. Under the category “Exam parameters and settings” select the option “Test Information”

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Manage Exams Grades Testing My Grades Appointments Distance Tests

Exams > CHEM 1210-003 Exam 4 Makeup

Exam parameters and settings

4. Test information

Available from 11/28/16 through 11/29/16.

- Audience**
No course associations have been made.
- Security**
Uses a password. 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 test.
- Alerts**
An email will be sent 1 days before the test opens.
An email will be sent 1 days before the test closes.
- Consent**
You grant permission for authorized personnel to make necessary parameter changes.

5. Click the button “Reschedule exam dates”

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Manage Exams Grades Testing My Grades Appointments Distance Tests

Exams > CHEM 1210-003 Exam 4 Makeup > Edit exam parameters and settings

Test Info Audience Security Sites Test Aids Alerts Consent

Test Name: CHEM 1210-003 Exam 4 Makeup

Test ID: 22512

Owner: Ming Yu

Available: 5. Reschedule exam dates

7. Select the desired *opening date* on the *calendar on the left*
 - a. **Blue Day** = Selected Exam Opening Date
 - b. **Pink Days** = Full or Closed
 - c. **Grey Days** = Unavailable
8. Select the desired *closing date* from the options available on the *calendar on the right*

Reschedule exam dates x

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

Open date

◀ **November 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			

Close date

◀ **November 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			

8.

Done

Cancel

9. Click “Done”
10. At the bottom of the page click the button “Done & Save Changes”

Please feel free to contact us if you have any further questions.

Classroom Testing Center
 801-863-7095
ctc@uvu.edu