

Uploading an Exam to Chi Tester

(my UVU username & password)

1. Click the exam you want to upload an exam for. This will highlight in blue.
2. Click “Manage selected exam”

Courses and Tests	ID	Results	From	Until	Processed
POLS 1010					
Exam 1 Accommodative	9635	0	9/27/2013	9/30/2013	Yes
Exam 1 Accommodative	20031	1	2/10/2016	2/11/2016	Yes
Exam 1 Makeup	8496	2	7/18/2013	7/19/2013	Yes
Exam 1 Makeup	9733	1	10/2/2013	10/4/2013	Yes
Exam 1 Makeup	10405	1	12/12/2013	12/13/2013	Yes
Exam 1 Makeup	12005	0	4/22/2014	4/25/2014	Yes
Exam 2 Accommodative	20452	1	3/29/2016	3/31/2016	Yes
Exam 2 Makeup	7517	1	4/3/2013	4/6/2013	Yes
Exam 2 Makeup	10403	1	12/12/2013	12/13/2013	Yes
Exam 2 Makeup	10404	0	12/12/2013	12/13/2013	Yes
Exam 2 Makeup	11739	1	3/21/2014	3/26/2014	Yes
Exam 2 Makeup	12004	0	4/21/2014	4/23/2014	Yes
Exam 3 Makeup	8540	1	8/1/2013	8/2/2013	Yes
Final Accommodative	20852	0	4/28/2016	4/28/2016	No
POLS 1010 001 Exam 2	8497	11	7/25/2013	7/26/2013	Yes
POLS 1100					

3. In the Questions section, click “Manage uploaded tests”

Exam parameters and settings

- [Test information](#)
Available from 04/28/16 through 04/28/16.
- [Audience](#)
No course associations have been made.
- [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 paper test.
- [Alerts](#)
No alerts are scheduled to be sent.
- [Consent](#)
You grant permission for authorized personnel to make necessary parameter changes.

Questions

- [Manage uploaded tests](#)
You have created 1 form. You may upload your exam for the testing center to access.

Manage Results

There are no test results for this test.

- [Manage selective release](#)
Specify other tests that need to be taken before students can take this one

Reports

- [Deleted Results](#)
View results that have been deleted.
- [Security Reports](#) **Coming soon!**
Reports to double-check the security on your test.

4. Click “Form 1

Manage Exams | Grades | Testing | My Grades | Appointments | Distance Tests

Exams > Final Accommodative > Upload exam file

Click on an existing form to edit or you can create a new form

Form 1

Add new form

5. Select “I will upload the test. (Only Word or pdf files are accepted)”

The screenshot shows a web interface with a navigation bar containing 'Manage Exams', 'Grades', 'Testing', 'My Grades', 'Appointments', and 'Distance Tests'. Below the navigation bar, there is a breadcrumb trail: 'Exams > Final Accommodative > Upload exam file'. A message reads: 'Click on an existing form to edit or you can create a new form'. On the left, there is a sidebar with 'Form 1' and an 'Add new form' button. The main content area is titled 'Form 1' and contains a 'Test:' section with two radio button options. The first option is 'I will be dropping off the test at the testing center.' and the second option is 'I will upload the test. (Only Word or pdf files are accepted)'. The second option is selected, and its radio button is highlighted with a red square. Below the options is a 'Finished' button.

6. Select “Upload file”

This screenshot is identical to the previous one, but the 'Upload file' button is now highlighted with a red square. The radio button for 'I will upload the test' is also selected. The 'Finished' button remains visible at the bottom.

- Upload your desired exam.

7. Select finished

This screenshot is identical to the previous ones, but the 'Finished' button is now highlighted with a red square. The 'Upload file' button is no longer highlighted.

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