



THE CARTER RHODES MEMORIAL TESTING CENTER

NEWSLETTER

Term: Fall | Issue 1 | December, 2016

Finals Week Edition

TOOLS FOR YOU

- [An updated website!](#) All the new [policies](#) and [procedures](#) that have been rolled out in the past two semesters are detailed on the website
- Cover sheets are now available online! You are welcome to fill it out ahead of time or when you come in with your exams!
- Thank you to the Biology department for suggesting we add our “Confidential Recycling” service offer to the cover sheet!

TIPS AND TRICKS

- Interested in guaranteed same day turnaround during finals week (12/7-12/15)? Happy to help! Please make an appointment at least one business day in advance and ensure it occurs between 8:30-2pm.
- Please note that once your exams have been processed and results sent via registr@emory.edu, you are welcome to pick up your Scantrons anytime at the front desk during business hours (M-F 8:30-4:30). No appointment needed!

READY TO MAKE AN APPOINTMENT?

Wonderful! For your convenience, we now have three ways to schedule an appointment. Please be sure to include your name, class, and any special requests when you use any of the following methods:

- Email registr@emory.edu
- Call 404-727-7780
- **Use our new web form to request an appointment online! After you submit your preferences, we will email you from registr@emory.edu within one business day with a confirmation of your appointment time**

OFFICE CLOSURE DATES

Partial Day Closures:

Friday, December 2nd
9:30-11:00am

Friday, December 16th
11:30-4:30pm

Full Day Closures:

December 20th-21st

Testing and Evaluation staff unavailable for appointments due to training

December 23- January 2nd

The Office of the Registrar will be closed

THE KEY TO KEY SHEETS

All exams require a key sheet, against which our scanner matches your respondents' answers.

Accurate key sheets have...

- Correct answers filled in.
- Darkened circles for each correct answer. Make sure that all marks are dark and completely fill the circles.
- A cover sheet that includes all the requested information. When it is completed in full, you do not need to write anything at the top of the key except for the name of the exam and version, if applicable (For example, Quiz 4 Ver A)

If your exam includes subtests, you must prepare an answer key for each point value and either label them numerically, as 1,2,3, etc., or give us a title for each one.

Remember:

An item is scored as **correct** when the answer key contains a multiple (more than one answer marked for the item), or when the answer key contains only one answer for the item and the student's answer matches the key for that item.

An item is scored as **incorrect** when the answer key is not blank and the student's answer does not match the key. An item does not count toward the raw score if the answer key is blank for that item.

FEATURED FAQ: WHY ARE YOU NO LONGER OFFERING "SCAN WHILE YOU WAIT"?

While the quick turnaround times you are used to experiencing for your results will mostly remain unchanged, new staff training, combined with the integration of our new software and an increasing customer base, has necessitated that we institute a drop off/pick up method for answer sheets. Thanks to customer feedback, we have been able to create solutions that target the reasons you appreciated "scan while you wait" and hopefully make the experience even more convenient to you. **In order to ensure you do not have to make two trips to our office for both drop off and pick up, and to also help ensure you can provide students with copies of their answers, we now save back up images of each and every Scantron answer sheet on two separate hard drives.** This way, if a student ever feels their grade misrepresents their actual answers, we can look back on the original Scantron image. We keep these through the following semester and are more than happy to share these with you upon request, either via Emory Box or via email. **With this in mind, we are happy to provide you with confidential recycling of your Scantrons upon request, saving you a trip.** Please note that the cover sheet provides a space for you to indicate interest in this service, but we will not ever do so without your consent.

QUICK REFERENCE GUIDE

Pick up standard [answer sheets](#) from [our office](#), or phone us at 404-727-7780 Prepare your [answer key](#).

When you need your results within 24 hours or less and/or have special reporting requests for T&E staff, please make an appointment at least one business day in advance through our webform, emailing us at registr@emory.edu, or by calling 404-727-7780.

When 48 hours is an acceptable turnaround time, please feel welcome to walk in anytime during normal business hours (M-F 8:30-4:30)! We will always return your results as soon as possible, but please allow 48 hours to ensure you receive quality results.

Bring us your answer key and answer sheets, stacked face-up and in proper orientation. Please read [our complete policy](#) for more details.