



THE CARTER RHODES MEMORIAL TESTING CENTER

NEWSLETTER

Term: Spring | Issue 4 | April, 2017

Spring 2017

RESOURCES FOR YOU!

- Need a refresher on our policies? Take a moment to explore [our fully updated website](#), including a full menu of our new reporting options!
- Attend the Faculty Overview training on April 17th to discuss T&E, grade processing, OPUS Faculty Center Overview, and any other Registrar related items pertinent to faculty. Go to "[University Registrar](#)" in [ELMS to register](#) (code: 4150009)
- Looking for a "quick glance" comparing the old and new reports? No problem! Simply skip to minutes 7:45-13:35 in [our overview video](#)!
- Why wait? [Contact us](#) today to schedule your appointment for final exam scanning!

REPORT SPOTLIGHT: STUDENT GRADE REPORT

Already an instructor favorite, the [Student Grade Report](#) offers individual reports for each student, featuring a breakdown of their answers and also a front and back image of their Scranton. Request it on the cover sheet for your next exam, if you're interested!

WHAT'S NEXT FOR T&E?

...You decide! [Fill out our survey](#) to give us targeted feedback on the transition to Remark and what else you would like to see moving forward. We plan to use the results to dictate what to focus on this summer, as we only want to add features and services that continue to make these processes even smoother for customers!

SERVICE CLOSURE DATES: APRIL 2017

T&E Staff Unavailable:

- Friday, April 14th
- Monday, April 17th 8:30-12pm and 2:30-4:30pm
- Thursday, April 27th 9:30-11am (*The Office of the Registrar will be closed for a full staff meeting*)

Future Dates:

- Monday, May 8th
- Monday, May 29th (*The Office of the Registrar will be closed due to the holiday weekend.*)
- Tuesday, July 4th (*The Office of the Registrar will be closed due to the holiday.*)

GO PINK (SHEETS)!

WAYS TO REUSE AND RECYCLE YOUR ANSWER SHEETS

- Reuse them!
 - Did you know that some professors use the same student answer sheets all semester long? If you work in small quizzes or infrequent exams, feel welcome to pass back student answer sheets and just create a new key for each exam.
 - Best practice example: Dr. Smith uses Questions 1-50 for Exam 1 and 51-100 for Exam 2. For Exam 2, she brings in a key with ONLY 51-100 filled out, which tells our scanner to only grade these items.
 - Email registr@emory.edu if you're interested in exploring this option for a future exam!
- Confidentially recycle them!
 - Since we keep back up images of each and every answer sheet we process on two separate hard drives (and these can be delivered to you via Emory Box!), we are happy to confidentially recycle your answer sheets upon request. Feel welcome to "opt into" this service on the [cover sheet](#) for your next exam!

QUICK REFERENCE GUIDE

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

When you need your results within 24 hours or less and/or have special reporting requests for T&E staff, please request 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 24-48 hours is an acceptable turnaround time, please feel welcome to walk in anytime during normal business hours (M-F 8:30-4:30)!

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!

Please read [our complete policy](#) for more details on our process.

We look forward to working with you soon!