



THE CARTER RHODES MEMORIAL TESTING CENTER

NEWSLETTER

Term: Fall | Issue 14 | December, 2018

December 2018

JOIN US IN THANKING LATOYA!

As most of you know, Latoya Geter-Carter joined The Office of the Registrar in Spring 2018 to assist while Kait Tracy was preparing for maternity leave. Latoya's last day in our office is Friday, December 21st, and we hope you will join us in saying "thank you" for all her hard work this past year! Please feel welcome to stop by, call us at 404-727-7780, or email registr@emory.edu to add your well wishes!

SNEAK PEAK: IMPORTANT UPDATES (SOON TO BE ON OUR WEBSITE!)

- Please note that when multiple versions are scanned together, we are not able to complete advanced grading requests (these include multiple responses, multiple point values, etc). You will, however, receive student grades in MS Excel and any other reports in PDF!
- Please note that "alternate responses" means we can do one option or another. For example, B OR C could be acceptable

FINAL REMINDER: FALL 2018 SURVEY!

Please note...these responses don't go into a vacuum! In early Spring 2019, we will sit down and decide "what's next" for T&E. When we do that, we will be using **your** responses to dictate what we focus on in future semesters!

If you haven't already, please take the

[Fall 2018 Survey for Current T&E Customers](#)

Thank you for being a T&E customer!

HOLIDAY HOURS!

Friday, December 14th 8:30-11:30am

December 17-20th 8:30-4:30pm

Friday, December 21st 8:30-2:00pm

Office closed December 24-January 1st. The Office of the Registrar will reopen at 8:30am on January 2, 2019, but please note that T&E staff will not return from holiday until Thursday, January 3rd.

We wish you a beautiful holiday season!

FEATURED FAQ: IS MY APPOINTMENT TIME FLEXIBLE?

Since we aim to begin key parts of the scanning process at your appointment time, your timeliness ensures that can occur on schedule. We certainly understand that sometimes things hold you up, and we therefore give a 20-minute cushion time for each appointment. If you notice that you will be later than 20 minutes passed your scheduled appointment, please let us know as soon as possible via email at registr@emory.edu or by calling 404-727-7780. If you arrive more than 20 minutes after your appointment time, please note that we cannot guarantee the 24-hour turnaround time but will do everything we can to process your exams as quickly as possible.

QUICK REFERENCE GUIDE

Pick up standard answer sheets from our office, which is located at 200 Dowman Drive Suite 100. Please feel welcome to call 404-727-7780 with any questions!

When you need your results within 24 hours or less, please request an appointment at least one business day in advance through our [online scheduling portal](#) 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)! Office hours can be verified by calling the Registrar main line: 404-727-6042.

If you did not opt into confidential recycling for your processed exam/ survey: once your results have been 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). Hardcopies are held for four weeks following email delivery of your results, and no appointment is needed to stop by for pick up!

Please reference [our website](#) for complete policy and other resources about our service!