



# THE CARTER RHODES MEMORIAL TESTING CENTER

# NEWSLETTER

Term: Spring | Issue 2 | February, 2017

## Welcome to Spring 2017!

### YOU ASKED, WE ANSWERED!

Thanks to your helpful feedback on our survey, we spent Fall 2016 polishing the process of drop off/intake. This has included:

- Detailing all the new [policies](#) and [procedures](#) on the website
- Instituting monthly newsletters (no more lengthy emails!)
- Solidifying a way for you to get results FAST: Same day turnaround on results available when appointments occur before 2pm, but we will always process your results as quickly as possible regardless of how you drop off exams!

### TIPS AND TRICKS

- Now that S17 syllabi are out, consider sending your list of exam dates to [registr@emory.edu](mailto:registr@emory.edu) with a request for appointment times after the exams. We will confirm availability within one business day!
- For every exam we process, we keep back up images of each answer sheet. If you ever have a question about a student's scores (even from last semester!), let us know, and we'll be glad to assist!

### FEATURED FAQ:

#### DO I NEED A SEPARATE COVER SHEET FOR DIFFERENT VERSIONS OF AN EXAM?

No, you are welcome to use the same [cover sheet](#) for each class's exam, regardless of the number of versions. **However, we do ask that each class has its own cover sheet to ensure accurate processing.** We hope you will feel welcome to reuse cover sheets for future exams, changing only information that needs to be updated (# of keys, etc).

### OFFICE CLOSURE DATES: FEBRUARY 2017

#### T&E Staff Unavailable:

-Friday, February 17th from 8:30-130pm.

-Monday, February 27th 11:30-1:30

#### Future Closures:

-Thursday, March 16th 8:30-4:30

-Tuesday, April 4th 10:30-3pm

-Friday, May 26th 2:00-4:30pm and Monday, May 29th 8:30-4:30pm

*The Office of the Registrar will be closed due to the holiday weekend.*

# WHAT'S NEXT FOR T&E : NEW EXAM REPORTS IN SPRING 2017!

After many years of offering **two standard reports** for every exam we process, we are transitioning to a new software system to allow for more robust analysis of your student data. For your convenience, Remark reports will be available in MS Excel or PDF version and feature **over 25 different reports!**

In hopes of making the transition to Remark as seamless and easy as possible for you, we will be offering numerous training opportunities prior to adding the suite of reports to our service. **Please take a look below to see a few of the resources we will be offering this Spring!**

- If you prefer in person trainings...
  - Upon request, we are available to come to a March or April department faculty meeting to present these changes
  - We are reworking our OPUS Faculty Overview training to include Testing and Evaluation updates. Stay tuned!
- If you prefer online resources...
  - We are working on a narrated PowerPoint that walks you through comparing the old and new reports
  - Our website will continue to feature monthly newsletters that provide updates on our transition to Remark
- **Are there other learning opportunities you would like to see? Let us know at [registr@emory.edu](mailto:registr@emory.edu)!**

## 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 make an appointment at least one business day in advance through our webform, emailing us at [registr@emory.edu](mailto: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](mailto: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!