



THE CARTER RHODES MEMORIAL TESTING CENTER

NEWSLETTER

Term: Spring | Issue 3 | March, 2017

Spring 2017

SURVEY SAYS...

Our customers want advanced grading features for their exams, and the wait is finally over! **Starting Monday, March 27th, all exams processed by us will have results in the new software format.** Here are just a few of the features you can expect:

-When you want a PDF version of your results, all versions can be in one stack

-All of your questions can be on the same key...even bonus questions and multiple point values!

-Whether you prefer charts or tables, student grade results and test question analyses can be arranged to fit your personal preference.

See the following page for details on where you can learn about these incredible new reports!

A NOTE ON PROCESSED EXAMS

We keep backup images of each and every answer sheet on two separate hard drives. With this in mind, we hope you will consider using our confidential recycling service; simply initial your approval on the cover sheet, and your sheets will be confidentially recycled the following Monday at COB.

Need them back? No problem! Please come pick up processed exams at your earliest convenience anytime M-F 8:30-4:30.

FEATURED FAQ: WHEN DO I NEED TO MAKE AN APPOINTMENT FOR EXAM SCANNING?

If you need results within 24 business hours (appointments occurring before 2pm receive same day turnaround!), please request an appointment for exam scanning at least one business day in advance via email at registr@emory.edu, by phone at 404-727-7780, or via our [webform](#)

We hope to see you soon!

OFFICE CLOSURE DATES: MARCH 2017

T&E Staff Unavailable:

- Thursday, 3/16 8:30-4:30
- Tuesday, 3/21 12:00-4:30
- Tuesday, March 28th 3:00-4:30

Future Closures:

- 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 BEGINNING 3-27!

After a very successful Lunch and Learn with a small group of faculty, we have put together several opportunities for you to learn more about these new reports:

- If you prefer in person trainings...
 - Live presentations of the new reports will be occurring all across campus! [Go to "University Registrar" in ELMS](#) (code: 4150050) and register for any of the following dates:
 - 3/22 3-3:30 in RICH 108
 - 3/23 8:30-9:00 in 1462CR123
 - 3/24 11:30-12:00 in LIBW 215
 - Upon request, we are available to come to your department to present these changes at a Brown Bag Lunch and Learn. Let us know at registr@emory.edu if you're interested!
 - Our OPUS Faculty Overview training on April 17th will include T&E updates. [Go to "University Registrar" in ELMS](#) to register (code: 4150009)
- If you prefer online resources...
 - View our narrated PowerPoint giving a complete overview of the transition to Remark. Available here: <https://www.youtube.com/watch?v=egRzLtr-DQI>
 - Rather have a "quick glance" comparing the old and new reports? No problem! Simply skip to minutes 7:45-13:35 here: <https://www.youtube.com/watch?v=egRzLtr-DQI>
 - [Feel welcome to explore all the new reports anytime](#) and let us know which ones you want to see for your exams!
 - Starting March 27th, [our website](#) will be updated to reflect the transition to Remark.
- Are there other learning opportunities you would like to see? Let us know at 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, 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!