



# THE CARTER RHODES MEMORIAL TESTING CENTER

# NEWSLETTER

Term: Fall | Issue 13 | 2018

November 2018

## DON'T FORGET OUR FALL 2018 SURVEYS!

We have...

[a survey for new and prospective customers](#)

and also

[a survey for customers who have been with us awhile.](#)

Please take a moment to complete the one most relevant for you, and feel welcome to share the links!

Want to learn more about how your feedback is used? Please reference the "Did you know...?" section of our

["Back to School" \(August 2018\) Edition newsletter](#) for Fall 2018! This and all past newsletters are now available on our website:

<http://registrar.emory.edu/faculty-staff/testing-evaluation/newsletters.html>

## Quick Reference Guide

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

**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](#), 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)! Office hours can be verified by calling the Registrar main line: 404-727-6042.

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

**Please read [our complete policy](#) and the ["T&E Overview Video"](#) for more details on our process!**

## UPCOMING OFFICE CLOSURE DATES

-Friday, November 16th ***The Office of the Registrar will close at 11:00am and reopen on Monday, November 19th at 8:30am***

-Wednesday, November 21. ***The Office of the Registrar will close at 2:00pm for the Thanksgiving holiday and reopen on Monday, November 26th at 8:30am***