



THE CARTER RHODES
MEMORIAL TESTING CENTER

NEWSLETTER

Term: Fall | Issue 5 | September, 2017

Fall 2017

HIT THE REWIND BUTTON

Some of you may remember that my last email included a "sneak peak" into Fall 2017, listing the new features customers want from our service.

In the Spring 2017 survey, 72% of you said you want a portal that allows for instant appointment confirmations with a printable cover sheet...and we listened!

I am very proud to say that our online appointment scheduling portal is now live!

Check it out [here!](https://calendly.com/testing-and-evaluation-at-emory)

(Full link:

<https://calendly.com/testing-and-evaluation-at-emory>)

SO WHY CALENDLY?

The short answer: It has huge advantages for our customers, and no one is required to use it! You can continue setting up appointments via email or phone, and we can confirm via Calendly for you, minimizing disruption to your busy schedule.

Why it's worth the time:

+the interface is VERY easy to use

+you select an appointment that works for you and get confirmed on the spot (no more "range of convenient times")

+saves you an average of 4 emails going back and forth to pick a mutually convenient time

+As a trial in Fall 2017, you can print your confirmation email and use it as your cover sheet. No more duplicating information during drop off!

DON'T FORGET ABOUT CONFIDENTIAL RECYCLING!

Short term note:

At COB on Tuesday, September 12th, we will be recycling ALL exams and surveys from Summer 2017 and prior. Please pick these up if you need the hardcopies!

Looking forward:

Due to our limited filing space, we are unable to continue holding processed exams for an entire semester. In hopes of ensuring that any new policy we institute works well for you, please [give your feedback here](#). It is a two question survey, and we will use the results to create the new policy. The poll will close on Friday, September 22nd, and we will announce the results shortly thereafter!

SPOTLIGHT ON FACULTY USE OF T&E SERVICES: PAUL WEISS (ROLLINS) ON REUSABLE ANSWER SHEETS

"**This is an excellent way to conserve paper.** ...my class averages between 100 and 150 students so recycling is a must for me. I give quizzes with only ten questions seven times during the semester and don't want to run through a whole pack of sheets for essentially nothing. **Here's how I do it:**

I have seven quizzes, two midterm exams and a final exam. The midterms are about 20 questions each and the final is usually 30 items. Each quiz is ten items. So, I make sure my numbers are correct on the forms and quiz #1 is items 1-10, #2 is 11-20 and so on. You could even make them start at 11 so the first number is the quiz number but that can be a little confusing to students that may be really bad at following directions. =)

This gives me quiz information for seven of the ten columns on the front side. I use the top half of the back side for my midterms (101-120 for exam 1 and 131-150 for exam 2) and the bottom half of the back side for my final (151-180). One form – all the graded assignments in one place.

What I lose: I don't get useful information about correct and incorrect on the form. I don't care about this since I get better information from Kait anyways. I have to make a separate key and make sure I bubble in the correct spaces because I don't have a guide like the students do, but I'd have to make the key anyway so the loss of paper on this side is a wash.

What I gain: Students don't have to remember their forms – I pick them up and return them when the time comes to hand them out. This also reduces cheating that could come from a student modifying the form and bringing it in to make it look like a stray mark or a misread from the machine. Also, ***I only use 130 forms per semester rather than 1200 over the same time period.*** The machine doesn't seem to have a problem with the extraneous data and it's the only way I can really be green in the classroom like this. Finally, the students get to take the test form with them and compare their answers to the key I post so I can make a no-makeup policy for material and hold the students accountable for class attendance. **It's a real win-win for me. "**

Want to learn more? Email us at registr@emory.edu or give us a call at 404-727-7780. If enough people are interested, we will host a Fall Lunch and Learn knowledge-share on the topic!

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 online scheduling portal](#), 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!