



THE CARTER RHODES MEMORIAL TESTING CENTER

NEWSLETTER

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NEW FAQs FOR YOU!

Please feel welcome to explore [our website](#) anytime, which includes a [great number of FAQs](#) aimed to streamline the instructor and admin experience with T&E. Questions include:

- What resources do you have to explain my exam results?
- Why do you no longer offer "scan while you wait"?
- Must I alphabetize my answer sheets?
- Why do I need a cover sheet if I always put my name and information on my key?
- Why are hardcopy, processed exams filed by instructor last name?
- I'm interested in using MS Excel's Conditional Formatting for the Student Response Report. How do I go about this?
 - Spoiler alert! We created [a video!](#)

QUICK REFERENCE GUIDE

Pick up standard [answer sheets](#) from [our office](#), anytime M-F 8:30-4:30 or call 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)! 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, 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!

FALL 2018 SURVEYS FOR T&E CUSTOMERS!

Please take the one that best applies to you:

- [F18 Survey for New and Prospective T&E Customers](#)
- [F18 Survey for Current T&E Customers](#)