



THE CARTER RHODES MEMORIAL TESTING CENTER

NEWSLETTER

Term: Fall | Issue 8 | December, 2017

THE IMPORTANCE OF PROPERLY SUBMITTED EXAMS

Please note you must have a cover sheet anytime you bring exams, including when you are adding "late exams" to an already-brought stack. We know this can be a hassle, but it's necessary for us to maintain the convenience of the "drop off anytime" method, as it is important we do not risk losing or misplacing student data during the filing/reporting process. This is especially important as we work to train backups for during my maternity leave who may not be as familiar with processes.

A gentle reminder: if exams you bring to the office are missing a completed cover sheet, answer key(s), or proper orientation of answer sheets, we will have to contact the instructor to return to the office. Please note that your turnaround time only applies for properly submitted exams and missing components will add processing time. Thank you for working with us on this!

GUIDE TO FINAL EXAM SCANNING

While my back up and I will be totally devoted to exam scanning Dec 7-14th, *we can only guarantee 24 hour turnaround on results when an appointment is made at least one business day in advance.* You have multiple ways to make an appointment:

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

-Email registr@emory.edu

-Call 404-727-7780

However you schedule the appointment, it will be confirmed via Calendly. You are welcome to use that confirmation email as your cover sheet, but if you choose not to, please be sure to complete a regular intake form during drop off!

Finals Week Edition

MORE PRO TIPS!

-Appointments before 2pm receive same day results

-No appointment available when you're free? No problem! Simply make an appointment for the latest possible drop off time and come by anytime before. As long as you have your cover sheet, answer key, and sheets oriented correctly, we're good to go!

-We reserve time to process drop offs every day, and we will process them "first come, first served" so please come by at your earliest convenience but allow 48 hours for quality processing of results

SERVICE CLOSURE DATES: DEC 2017-JAN 2018

December 2017:

Friday, 12/15/17

11:30-4:30pm (The Office of the Registrar will be closed)

Friday, 12/22/17 -Monday, 1/1/18 (The Office of the Registrar will close 12/22 at 2pm and reopen 8:30am on 1/2/18).

Looking ahead to 2018:

Tuesday, 1/2/18- Friday, 1/5/18

(The Office of the Registrar will be open, but T&E staff will be unavailable for appointments)

Please note that exams dropped off Dec 22-Jan 3rd will be processed Jan 4-8 due to service and office holiday closures