POLICY UPDATES

In an effort to streamline the intake process for both appointments and walk ins, we have made a few enhancements to the cover sheet.

Have an appointment? Great! You don't have to repeat information; we're only going to ask for what we need on a hard copy form to comply with FERPA and properly track your data in our office, with a new section where you can indicate your appointment and be done with the form.

Walking in? Excellent! Now you don't have to remember to make a note about Emory Box; that option is already available to you. Some customers already have a lot of copies of the old version on hand; please feel free to use these through October 1st.

As you'll see on the new cover sheet, you may be asked for your Emory ID when picking up hard copy materials. This was decided after spending the summer in partnership with our FERPA compliance team to meticulously review our policies and practices to ensure compliance. We greatly appreciate everyone who completed our survey over the summer, as it was very helpful to learn that most customers report carrying your Emory ID on campus. We are hopeful this step towards better FERPA compliance will not cause any inconvenience for you. If you have any questions about this or anything else, please don’t hesitate to reach out.

FEATURED VIDEOS

As you may have noticed on our website’s new Videos and Resources page, we have two new videos titled “Remark Exam Reports Deep Dive” and “Remark Surveys Deep Dive”.

These videos explain each of the possible reports that you can request when having an exam graded or a survey processed with T&E.

You can learn about using the “Objectives” and “Benchmarks” features, the significance of each statistical measure and what it means for the questions on your exams and surveys, and more!

UPCOMING DATES

Monday, September 2nd
The Office of the Registrar will be closed for Labor Day.

Thursday, September 26th
The Office of the Registrar will open at 11:30
Lunch and Learn!
TBA
WEB SITE UPDATES

In addition to the new Videos and Resources page, the T&E web page has gotten a fresh look for its home page, a new page on uploading grades to Canvas, a new page on T&E and Sustainability, and a new page on FERPA!

NEW 5 step process for T&E – Particularly helpful for newcomers to the service, the 5 step process for T&E featured on the home page walks you through picking up answer sheets, considering which turnaround time best fits your needs, preparing exam materials and dropping off exams, receiving your exam results, and picking up or confidentially recycling exams.

Also, be sure to check out our Online Exam Survey to help us better understand future faculty needs for online exam software!

NEW Uploading Grades to Canvas page - There are two methods for uploading grades into the Canvas Gradebook: requesting the .CSV files from T&E; and exporting the gradebook from Canvas, entering the grades, and re-uploading the gradebook back into Canvas. Be sure to check out the step-by-step guides for these methods!

NEW T&E Sustainability page - T&E has been working to develop sustainable business practices. In the last few years, we have instituted confidential recycling and reusing of answer sheets. Find out more about these practices on our website!

NEW FERPA page - Brush up on your FERPA responsibilities, and check out our updated T&E retention schedule.

QUICK REFERENCE GUIDE

Pick up blank, standard answer sheets from our office, which is located at 200 Dowman Drive Suite 100. Please feel welcome to call 404-727-7780 with any questions!

When you need your results within 24 business hours, please request an appointment at least one business day in advance through our online scheduling portal or by calling 404-727-7780.

When 48 business hours (or less!) 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 into confidential recycling for your processed exam/ survey: once your results have been sent via registr@emory.edu, you are welcome to pick up your Scanntrons 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 reference our website for complete policy and other resources about our service!