March 2019

MARCH 2019 T&E DATES

Tuesday, March 19-Friday,March 22nd

The Office of the Registrar will be open for drop offs (48 hour turnaround on results!), but T&E staff will be unavailable for consultation or appointments. If you foresee the need for same day/24 hour turnaround service guaranteed by an appointment, please reach out to registr@emory.edu ASAP. Thank you!

Please note that this is due to T&E staff being summoned for jury duty, and these dates may shift depending on outcome of trial/summons. We will keep you updated!

Thursday, March 28th

The Office of the Registrar will be closed 9-11am.

FAQ: WHAT WILL MY RESULTS LOOK LIKE IF I BRING MULTIPLE VERSIONS IN ONE STACK?

As you may have seen on our website's "Exam and Survey Reports" page, multiple versions in one stack will result in your PDF reports and an MS Excel titled "Gradebook," which shows student grades (not responses!). However, your PDF reports will provide you **class aggregate data (instead of separated by versions)**, including a Class Frequency Distribution chart capturing the entire class. Please see below for an example of the MS Excel called "Gradebook":

	A	B	C	D	E	F	G
1	Last Name	First Name	ID	Version	Total Score	Percent Score	Grade
2	KEY				80	100	
3	Aparicio	Yalitza	1	A	62	77.5	C
4	Bale	Christian	6	A	64	80	B
5	Close	Glenn	2	B	54	67.5	D
6	Colman	Olivia	3	A	61	76.25	C
7	Cooper	Bradley	7	A	74	92.5	A
8	Dafoe	Willem	8	B	69	86.25	B
9	Gaga	Lady	4	B	61	76.25	C
10	Malek	Rami	9	A	66	82.5	B
11	McCarthy	Melissa	5	B	70	87.5	B
12	Mortenson	Viggo	10	B	66	82.5	B
13							

Please note: we will process exams how you bring them. So if you prefer having separate data for multiple versions, please continue to separate your versions.

(Please note that we used names of 2019 Oscar Nominees for this "Test," and this does not reflect Emory student data)

QUICK REFERENCE GUIDE

Pick up 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 Scantrons anytime at he 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!