**T&E SERVICES WILL BE AVAILABLE FOR FALL 2020**

Testing and Evaluation will be open in a limited capacity for Fall 2020. We wanted to provide faculty teaching in-person classes the option to continue to use our paper Scantrons for their testing needs. In order to do this and adhere to social distancing guidelines, the following changes have been made to how we operate:

- Office hours will be 8:30 a.m. to 4:30 p.m. on Tuesdays and Thursdays.
- Scheduling an appointment will not be necessary, but we ask that you email us with notice of when you expect to be in our office to drop off your exams or pick up supplies. Please indicate what you are coming for in case we need to have it available upon your arrival.
- All scanning will take place on Fridays, with results sent out by the close of the business day. Upon request, someone can be made available to assist you in person on Friday as well.
- We highly recommend opting for the confidential recycling of your answer sheets to limit trips to our office.

We appreciate your cooperation with these changes and are looking forward to working with you!

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**NEW DROP OFF AND PICK UP PROCEDURES FOR OUR FRONT LOBBY AREA**

We’ve made some changes to our front lobby area to promote social distancing guidelines from the university. A self-service area has been created for drop offs and is stocked with all the supplies you would need to ensure your exams/surveys are taken care of. The normal filing policy will remain the same; the only change will be to place your packet in an envelope and drop them off in our new drop box. It is important to remember to complete the cover sheet, fill out your answer keys, and orient your answer sheets the same way before putting them in the envelope. The exams will be scanned on Fridays of each week, so expect a turnaround of up to five (5) business days for your results.

Contact us if you need to pick up more blank answer sheets and we can set those aside for when you plan to arrive.

Please visit our website if you would like a more detailed explanation of how to prepare your materials for drop off or contact us if you have any questions.

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**T&E NEW CONTACT INFORMATION**

In order to better serve you, we’ve transitioned to SalesForce as our primary customer relationship management software. You can now reach us directly at testingandevaluation@registrar.emory.edu where someone from the T&E team will be available to quickly address your needs. The registr@emory.edu email will still be active for the foreseeable future, but we highly recommend you use the new email for a quicker response.

Please contact testingandevaluation@registrar.emory.edu if you have any questions we can help with! As always, thank you for being T&E customers.