T&E SERVICES 2020-2021

Testing and Evaluation is open on a limited basis. You do not need to schedule an appointment to use our scanning services, but we will need to know in advance that you are coming to our office.

What to expect:

• **Before dropping off**, note that our office hours for drop offs are 9:00 a.m. to 4:00 p.m. on Tuesday and Thursday and email T&E staff to let us know your drop off time at testingandevaluation@registrar.emory.edu. Once T&E staff receives the email, we will make plans to come in and scan on the Friday of that week. This means exams received by Thursday COB, with accompanying email, will receive results by Friday COB. Processed exams can be picked up Thursdays between 10-12pm or 2-4pm with an Emory Faculty and Staff ID card, but you must give us notice when you plan on coming in. Please also note that confidential recycling of processed Scantrons is still an encouraged option that you can select on your cover sheet. Blank answer sheets will be made available upon request via email to testingandevaluation@registrar.emory.edu.

• **When you drop off**, please note that a drop off box for your exams, envelopes, and cover sheets is provided in our lobby. Your envelope must include a completed cover sheet, answer key(s), and student Scantrons oriented the same way (using cut corner at top right). If you do not have a cover sheet, your student data is likely to get lost. It is essential you complete the cover sheet and place it on top of the key and answer sheets before putting them into the envelope.

• After you drop off, you can expect results emailed to you within 5 business days. Please note this will only occur when your drop off is accompanied by an email to testingandevaluation@registrar.emory.edu to let us know you are coming to the office.

WE NEED YOUR FEEDBACK!

Back in late Spring 2020, we sent out a survey about online exam experiences and solicited your thoughts on using paper exams again in future semesters. We have used those answers to create a more tailored survey this semester; with the New Year and two semesters of online learning under our belts, we would like to see what your thoughts are now, so we can determine next steps for our service. We know survey fatigue is real, but we would be so grateful if you would complete this survey, as it is imperative we get as many responses as possible.

Would you rather fill it out over the phone? We’re happy to help! Please sign up for a time here or email us at testingandevaluation@registrar.emory.edu.

As always, thank you for being T&E customers!