WHAT TO EXPECT:
TESTING AND EVALUATION IN FALL 2021

Like most offices, the Office of the University Registrar (the OUR) has revisited our practices in order to ensure maximum safety for our clients and staff. Below is a quick glance of what to expect in Fall 2021, but please note that all of this is also reflected on our website, in this walk through video, and in our updated policy!

What's Changing:

• Lobby Hours for the Office of the University Registrar are M-F 8:30-4:00 p.m.
• Appointments required for pick up of blank answer sheets, pick up of processed exams/surveys, and T&E staff consultation
  ◦ For more information on appointment options, feel free to skip to minute 11:49 in this overview video, watch a demo of appointment scheduling here, or go straight to Calendly to make an appointment with us
• New process for appointments: Using the iPad in the Office of the University Registrar lobby
  ◦ For more information on how to use the iPad to alert us when you've arrived for an appointment, feel free to skip to minute 9:36 in this overview video
• As first discussed in our September 2020 newsletter, ALL exam and survey materials are now submitted in an interoffice envelope via a drop box in our lobby.
  ◦ For more information on the process, check out our 1 minute demonstration video.

What's NOT Changing:

• When 48 business hours or less is an acceptable turnaround time for your exam/survey results, drop offs welcome M-F 8:30-4:00 p.m. (just don't forget to submit materials properly; cover sheet, answer key(s), and student answer sheets should be included in an interoffice envelope and placed into the drop box. See video for a demonstration!)
• Confidential recycling of processed exams/surveys is encouraged! More information here
• T&E staff is always happy to help! We're available at testingandevaluation@registrar.emory.edu, via phone at 404-727-7780, and always happy to meet virtually to discuss our services. We look forward to working with you!

IN CASE YOU MISSED IT!
HIGHLIGHTS FROM RECENT T&E NEWSLETTERS

• New FAQ: How has T&E used customer feedback? A look at past survey data usage is in the April 2021 newsletter
• Spotlight on Respondus 4.0 can be found in the March 2021 newsletter. Why wait? Learn how you can migrate word document quizzes to Canvas quizzes today.
• Photo of the T&E station in the OUR lobby is in our September 2020 newsletter, but we also recommend the new demo video where you can see the drop off process from start to finish.
• Universal remote learning may be at an end, but we hope you will continue to feel supported in your online exams. Check out the March 2020 newsletter for a spotlight on Canvas!