OFFICE OF THE UNIVERSITY REGISTRAR
TESTING AND EVALUATION
NEWSLETTER
FALL 2021 | ISSUE 32 | SEPT-OCT 2021

LOBBY HOURS

MONDAY–FRIDAY 8:30-4:00PM*

*EXAM/SURVEY DROP OFFS FOR 48 BUSINESS HOUR TURNAROUND ARE WELCOME ANYTIME DURING OFFICE HOURS AND DO NOT INCLUDE T&E STAFF CONSULTATION. ALL OTHER SERVICES REQUIRE APPOINTMENTS*

PLEASE NOTE THE LOBBY WILL BE CLOSED 10/28 9-11:30AM

IMPORTANT REMINDERS

As of Fall 2021, all services except for exam/survey drop offs (for results within 48 business hours) are by appointment only. Unfortunately walk ins requiring consultation cannot be accommodated at this time, and no one is monitoring the iPad for T&E form submissions unless an appointment has been made. Please feel welcome to use the links below to make appointments for any of the following services:

Exam scanning when you need results within 24 business hours or less

Survey/Evaluation scanning when you need results within 24 business hours or less

Pick up of blank answer sheets for an upcoming exam or survey

Pick up of processed exams or surveys

Consultation with T&E staff

SUBMITTING MATERIALS

When submitting exams for processing, don’t forget to place your cover sheet, answer key(s), and answer sheets in an interoffice envelope before submitting to the gray drop box in our lobby (picture to the right and process demoed here

MORE ON FALL 2021

You are more than welcome to set up a virtual meeting to consult for more personalized assistance. We also recommend this overview video that discusses what to expect for Fall 2021.

A NOTE ON COMPLIANCE

As stated on the T&E FERPA webpage, student Scantron exams are considered a "student work product" and should only be kept for one year after course completion. To best honor this policy, we will have more information soon regarding destruction of the pre-Summer 2020 exam data in Emory One Drive. However, beginning October 25th, we will be confidentially recycling all pre- Fall 2021 exams that have passed our four week holding policy, including those that were being held for pick up when remote learning began in March 2020. If you have any questions, please reach out to testingandevaluation@registrar.emory.edu. Thank you, as always, for being T&E customers!