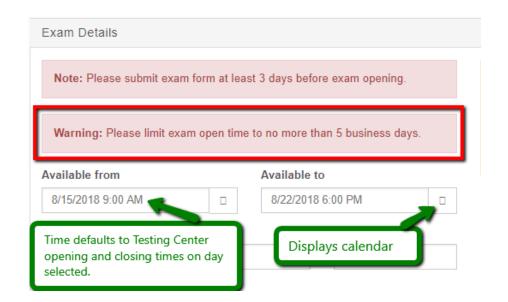
Testing Center Exam Submission Guide

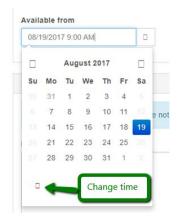
The following guide provides instructions on how to:

- 1) Submit an exam to the Testing Center exam queue
- 2) Edit/update the exam details
- 3) View exam progress
- 4) Create exam exception
- 5) Copy an existing exam parameters for a new exam
 - To ensure optimal staffing, please complete the online exam submission form at least 3 days prior to exam open date.
 - Deliver the correct number of exams to the Testing Center (ELC 2nd floor) at least 24 hours in advance of exam open date. (Colored paper is appreciated.)
 - Include your name, course, and section number(s) in the header of each paper exam.

Submit an Exam

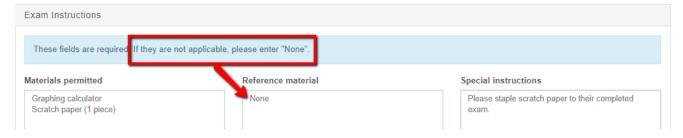
- 1. Access the submission form by going to the "Testing Center Exams" App on <u>mySUU Portal</u>, the <u>Testing Center website</u>, or directly at https://my.suu.edu/testingcenter/exam/list.
- 2. Select "New Exam"
- 3. Enter an Exam Number and Name
- 4. **Kind**: Select Online, Online/Write-On, Scantron only, Write-On only, or Write-On/Scantron combination)
 - a. If you password protect your exam, this will display to Testing Center staff who will use it to give your students access. It is not shared with students.
- 5. **Course**: The course associated with the exam
- 6. **Available From/Available To**: You are restricted to an exam window of five business days. This allows that Testing Center to effectively estimate expected traffic and plan staffing. Students tend not to use testing window larger than five days.





- 7. **Expected Duration**: An estimate of how long it will likely take students (on average) to complete the exam.
- 8. **Time Limit**: Not required. Use only if you want to limit the amount of time a students has to complete the exam. NOTE: Faculty can see exam duration for each student at the bottom of their "view" page.
- 9. **Expected Count**: The number of students expected to take this particular exam. If a paper exam, you will need to deliver this many copies to the Testing Center at least 24 hours in advance.
- 10. Materials Permitted/Reference Material/Special Instructions: Required field. Enter none if not applicable.

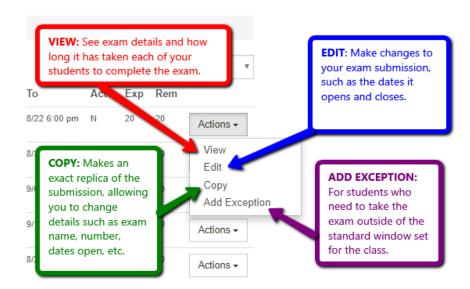
NOTE: This is a required field. Enter "none" if applicable.



11. Click "Submit"

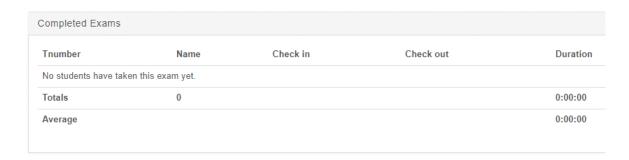
Actions: View, Copy, Edit, and Add Exception

- VIEW Allows you to see 1) the submitted exam details, 2) which students have completed the exam, and 3) how long it has taken each student to complete the exam.
- EDIT Allows you to make changes to the submitted exam details. PLEASE NOTE that each time you make changes, it is re-submitted to the Testing Center.
- COPY This NEW FEATURE allows you to make an exact replica of an existing exam submission. You then only need to change exam details such as exam number, name, and dates. In other words, it functions much like a "save as" function.
- ADD EXCEPTION Use this feature for any student who may need to take the exam outside of the standard window set for the class. Useful for students who need to take the exam early or late.



View Exam Progress

- 1. Scroll to the bottom of the page to see which students have taken the exam and how long it took them to complete it.
- 2. The check-in and check-out times are recorded.



Create an Exception

Exceptions allow a student to take an exam outside of the set window that the rest of the class in taking an exam. This is great for make-up exams or other special circumstances.

- 1. From the Exam List page, find the applicable exam and select "Actions" and then "Add Exception"
- 2. Enter the student's name, T#, and dates they may take the exam.
- 3. Enter "Submit".



Copy an Existing Exam

The "Copy" feature acts as a template to submit multiple exams and/or multiple attempts without the need to create a new exam submission form each time.

When copying an existing exam template to make a new submission, please be sure to update the following information:

- 1. Exam Information (Exam Number, Exam Name, Kind, Password, Course)
- 2. Exam Details (Dates Available, Expected Duration, Time Limit, Expected Count)
- 3. Exam Instructions (Materials permitted, Reference materials, Special instructions)
- 4. Enter "Submit".

Below is an example of how to view a list of all your current exams in the system.

