

Testing Center Exam Submission Guide

The following guide provides instructions on how to:

- 1) Add an exam to the Testing Center exam queue
- 2) Edit/update the exam details
- 3) View exam progress
- 4) Create exam excusals

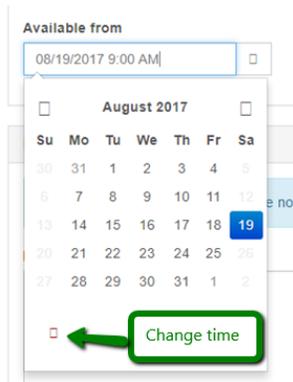
- To ensure optimal staffing, please complete the online exam submission form at least 3 days prior to exam open date.
- Deliver the correct number of exams to the Testing Center (ELC 2nd floor) at least 24 hours in advance of exam open date. (Colored paper is appreciated.)
- Include your name, course, and section number(s) in the header of each exam.

Add an Exam to the Exam Queue

1. Access the submission form by going to the Testing Center App on [mySUU Portal](#), the [Testing Center website](#), or directly at <https://my.suu.edu/testingcenter/exam/list>.
2. Select “New Exam”
3. **Exam Number:** A name or number for your exam
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:** Do not open exams for the entire semester as it prohibits the Testing Center from effectively estimating expected traffic.

The screenshot shows the 'Exam Details' form with the following fields and annotations:

- Available from:** 3/18/2018 9:00 AM. A red arrow points to this field from a red box containing the text: "Time defaults to Testing Center opening and closing times on day selected. To change time, click in field and type or display calendar."
- Available to:** 3/21/2018 6:00 PM. A red arrow points to this field from the same red box. A green box with the text "Displays calendar." has a green arrow pointing to the calendar icon in the field.
- Expected duration:** Minutes
- Time limit:** Minutes
- Expected count:** (Empty field)



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.
9. **Excepted 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.

Exam Instructions

These fields are required. If they are not applicable, please enter "None".

Materials permitted	Reference material	Special instructions
Calculator Scratch paper (3 pieces)	None	Please collect scratch paper at the end of exam.

11. Click "Submit"

Edit Exam Details

1. From the exam home page, select "All Exams"
2. Click "Edit" on the exam you wish to edit

Exams

Tip: Columns are sortable by clicking on headings

Edit details here
New Exam

Term	Course	Professor	Exam	From	To	Active	Password	
201720	FIN 3250 TST	Toni Sage	Exam 1	June 21, 2017, 4:16 p.m.	June 21, 2017, 4:16 p.m.	False	Rock&Roll	View Edit
201720	FIN 3250 TST	Toni Sage	Test Demo 3	June 9, 2017, 8:18 a.m.	June 16, 2017, 8:18 a.m.	False	Itsasecret	View Edit
201720	FIN 3400 TST	Toni Sage	Demo 4	June 9, 2017, 12:04 p.m.	June 16, 2017, 12:04 p.m.	False	open-me	View Edit
201720	FIN 3400 TST	Toni Sage	Exam 2	June 20, 2017, 4:29 p.m.	June 23, 2017, 4:29 p.m.	False		View Edit
201720	FIN 3400 TST	Toni Sage	Exam 4 - Invest Mgmt	June 19, 2017, 4:43 p.m.	June 22, 2017, 4:43 p.m.	False		View Edit
201720	FIN 3400 TST	Toni Sage	Testing Demo 1	June 9, 2017, 7:54 a.m.	June 18, 2017, 7:54 a.m.	False	Beetlejuice	View Edit

3. Make an changes desired (such as closing date/time)
4. Click "Submit" (Note: every change made, resubmits to the Testing Center)

View Exam Progress

1. From the exam home page, select “All Exams”
2. On the given exam, click “View”

Term	Course	Professor	Exam	From	Active	Password		
201720	FIN 3250 TST	Toni Sage	Exam 1	June 21, 2017, 4:16 p.m.	June 21, 2017, 4:16 p.m.	False	Rock&Roll	View Edit
201720	FIN 3250 TST	Toni Sage	Test Demo 3	June 9, 2017, 8:18 a.m.	June 16, 2017, 8:18 a.m.	False	Itsasecret	View Edit

3. Scroll to the bottom of the page to see which students have taken the exam and how long it took them to complete it.

Students Having Taken Exam			
Tnumber	Name	Check in	Check out

Create Excusals

Excusals allow a student to take an exam outside of the set window for the class.

1. From the exam home page, select “All Exams”
2. On the given exam, click “View”
3. Select “Add Excusal”

Excusals				Add Excusal
Tnumber	Name	Begin Date	End Date	
No student excusals have been added to this exam yet.				