

# 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 2<sup>nd</sup> 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 [mySUU Portal](#), the [Testing Center website](#), 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.

The screenshot shows the 'Exam Details' form. At the top, there is a 'Note: Please submit exam form at least 3 days before exam opening.' Below that is a 'Warning: Please limit exam open time to no more than 5 business days.' The form has two date-time pickers: 'Available from' (set to 8/15/2018 9:00 AM) and 'Available to' (set to 8/22/2018 6:00 PM). A calendar is displayed for August 2017, with the 19th highlighted. A 'Change time' button is visible at the bottom of the calendar. Green arrows and boxes provide annotations: one points to the 'Available from' field with the text 'Time defaults to Testing Center opening and closing times on day selected.', and another points to the calendar with the text 'Displays calendar'.

Exam Details

Note: Please submit exam form at least 3 days before exam opening.

Warning: Please limit exam open time to no more than 5 business days.

Available from: 8/15/2018 9:00 AM

Available to: 8/22/2018 6:00 PM

Time defaults to Testing Center opening and closing times on day selected.

Displays calendar

Available from: 08/19/2017 9:00 AM

August 2017

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Change time

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.

Completed Exams				
Tnumber	Name	Check in	Check out	Duration
No students have taken this exam yet.				
Totals	0			0:00:00
Average				0:00:00

## 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”.

From	To	Actv	Exp	Rem	
7/30 9:00 am	8/8 4:00 pm	Y	36	36	Actions ▾
7/30 9:00 am	8/6 4:00 pm	Y	15	13	View Edit Copy Add Exception
8/1 9:00 am	8/8 4:00 pm	Y	15	15	
7/31 9:00 am	8/7 4:00 pm	Y	5	4	Actions ▾

## 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.

## Exam List

Testing Center / Exam List

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Tip: Columns are sortable. Click on a heading

How many do you want to see?

All ▾

Term	Course	Professor	Exam	Pw	From	To	Actv	Exp	Rem	
201820	UNIV 1020 TST	Sage, Toni	1: Time Management	BennyGoodman	8/16 9:00 am	8/22 6:00 pm	N	20	20	Actions ▾
201820	UNIV 1020 TST	Sage, Toni		CabCalloway	8/28 9:00 am	8/30 6:00 pm	N	20	20	Actions ▾
201820	UNIV 1020 TST	Sage, Toni		EllaFitzgerald	9/4 9:00 am	9/6 6:00 pm	N	20	20	Actions ▾
201820	UNIV 1050 TST	Sage, Toni		Allthatjazz	9/17 9:00 am	9/19 6:00 pm	N	30	30	Actions ▾
201820	UNIV 1050 TST	Sage, Toni		T3Y7%5Mnw!	8/16 9:00 am	8/22 6:00 pm	N	30	30	Actions ▾

New Exam

Please create passwords that are easily typed by Testing Center staff (who must type hundreds each day).

Difficult passwords make for a difficult and slow process.