

Testing Center Exam Submission Guide

The following guide provides instructions on how to

- 1) Submit an exam to the Testing Center exam queue
- 2) ETJ 0 p1s0 4s [(4u)t1.043 0 Td 8 46Tj EMC /P <</MCID 4 >>BDC 05001 Tc -0.001 Tw -17.989 -1.23 [
- 4) Create exam exception
- 5) Copy an existing exam parameters for a new exam

Submit an Exam

1. Access the submission form by going to the Testing Center Exam App on mySUU Portal, the Testing Center website or directly at <https://my.suu.edu/te>

7. Expected Duration: An estimate of how long it will likely take students (on average) to complete 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.

11. Click "Submit" eāRC0 Td [10.6 (tE2e /LBody (n)2r.856 (re)-3 (q)2.3 (u)2.2 (ire)-3 (d)2.3 (fi2.3.9 (h)16.14 T

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