

Testing Center and Exams

One of your most helpful resources for knowing how to prepare your tests and what to do in regards to the Testing Center is the Testing Center's webpage found at this link: [TC Policies and Procedures](#). On this page, they give instructions for the following:

1. Test Scheduling Online
2. Editing Test Dates Online
3. Special Instructions for Final Exams (special labels and setup)
4. Test Delivery (preparing the hard copies and online information)
5. Post-Test Pick-up
6. Batch Scoring (administering tests in class that are then scored by the Testing Center)

The part-time student secretaries at the front desk (1001 KMBL) can also help with preparing the tests except for the online portions that must be completed by you or your TA's (as long as you have given them access to it).

When Making Copies

1. Print off one copy of the test, put a barcode on it (top right-hand corner), and make copies.
2. Make sure your test has a barcode on it if the Testing Center is the one administering the test!
3. If the test booklet is reusable (generally for multiple-choice tests using bubblesheets), make enough copies for 1/3 of your class. For example, 24 students=8 copies
4. If the test is meant for one-time use only, make enough copies for all your students.

Barcodes and Blue Bubblesheets

When you need barcodes and blue scantrons/bubble sheets, talk to the Psychology Department Front Desk secretaries.

If you have any questions or concerns, please contact the Psych Dept. Front Desk at 2-4287 or psychology@byu.edu.