From:	Karen Broussard <kbroussa@stfx.ca>
Sent:	Friday, September 11, 2020 4:04 PM
To:	faculty
Subject:	[faculty] Test Correction Service Changes

To Faculty and Teaching Staff,

IT SERVICES
St. Francis Xavier University

Test Correction Service Changes

IT Services will continue to offer our test correction service this year but with some modifications.   Faculty and teaching staff who choose to use this service will be required to follow a new process for dropping off tests at the IT Services Help Desk for correction.

1. Faculty or teaching staff submit a request to have their test corrected at mystfx.ca/itservices/test by selecting the Test Submission button.
2. Once the request is submitted, an email will be automatically sent to the requestor containing a link to book an appointment.
3. Faculty or teaching staff choose an appointment time from the available timeslots to drop off their test at the IT Services Help Desk.
4. Faculty or teaching staff arrive at IT Services Help Desk entrance of the Library (left-most door at the front entrance) at scheduled appointment time and drops off their test(s) and answer key(s) to Help Desk Student Rep.
5. Test will be scanned, results emailed, and all tests will be returned via campus mail.

Note: There will be a 72-hour delay before tests can be handled. After this, test results can normally be completed in 2 full working days after submission. However, for mid-term and exam periods, because of high demand, this is extended to 5 full working days.

IT Services, St. Francis Xavier University
Chat with us on our website
mystfx.ca/ithelp
itservices@stfx.ca

[IT Services, St. Francis Xavier University](#)
Angus L. Macdonald Library
[mystfx.ca/ithelp](#)