

Rockville Assessment Center Placement and Academic Testing Procedures

During the Elevator Outage in the Campus Center Building (CC)

May 26, 2009 - August 31, 2009

Students who Require an Elevator to Access the Assessment Center on the Lower Level of Campus Center

For academic testing, students should notify the Assessment Center staff (240-567-7459) at least one week in advance of their intended test date. Academic tests will be scheduled by appointment only and administered in the Computer Science Building (CS), Room 21A. However, if a student requires an elevator to access the Assessment Center and also needs assistive technology, s/he should contact Mr. Les Lichter in the Disability Support Services Office (DSS) at 240-567-5224. The academic test will be administered in the DSS Learning Center, Counseling Building (CB), Room 116.

For placement testing, students should notify the Assessment Center staff (240-567-7459) at least one week in advance of their intended test date. Placement tests will be scheduled by appointment only and administered in the Computer Science Building (CS), Room 21A. However, if a student requires an elevator to access the Assessment Center and also needs assistive technology, s/he should contact Mr. Les Lichter in the Disability Support Services Office (DSS) at 240-567-5224. The placement test will be administered in the DSS Learning Center, Counseling Building (CB), Room 116.

Faculty who Require an Elevator to Access the Assessment Center on the Lower Level of Campus Center

Faculty should make arrangements with their academic department for their tests to be delivered to and picked up from the Assessment Center. The Test Request Form (TRF) should identify the colleague(s) authorized to retrieve the completed exams for them; the colleague(s) should be reminded that photo identification may be required for pickup.

Staff who Require an Elevator to Access the Assessment Center on the Lower Level of Campus Center

College staff should contact the Assessment Center staff (240-567-7459) to obtain information and/or services. They can also make arrangements with their department to have a colleague(s) obtain the information and/or services for them.