



FACULTY GUIDE FOR USING THE ASSESSMENT CENTER

HOURS OF OPERATION

- Monday – Thursday 8:30 am – 8:00 pm
- Friday 8:30 am – 2:30 pm
- Saturdays-1st & 3rd of month* 8:30 am – 2:00 pm

**Please check before coming.*

GENERAL INFORMATION

- Students take makeup, retake, competency, and special-accommodation tests in the Assessment Center. However, if they have documented disabilities or are enrolled in distance-learning courses, they may take all of their tests in the Assessment Center.
- Inform your students in advance as to when your tests will be available in the Assessment Center (begin/end dates), how much time you have allotted, and what aids (notes, calculators, diskettes, etc.) they should bring.
- Make sure your students know how to contact you if they have questions about your test(s).
- Students must present their Montgomery College photo ID, a US government issued photo ID, or an international passport. Montgomery College ID is the preferred form of identification.**
- Assessment Center staff cannot accept homework assignments or special projects from your students.
- For your protection and that of your students, all testing rooms are monitored by a surveillance system.

SUBMISSION OF TEST REQUEST FORMS (TRFs) AND ACADEMIC TESTS

- Complete and submit a Test Request Form (TRF) providing details about your test. It is important to provide all of the information requested particularly the names and Montgomery College ID number of students who are eligible to take the test. Either record the names and MC #s in the designated space on the form or attach an official class roster with the students' names and MC #s highlighted.
- Type/write your name at the top of each test. Provide one copy for each eligible student.
- Assessment Center staff will adhere strictly to your written test instructions. Make sure they have all of the information necessary to provide your students with timely and efficient service. For example, specify extended testing time for disabled students and identify any assistive-technology equipment they may require.
- If detailed testing instructions are necessary, provide a separate copy of the instructions for each student.
- Complete and attach to your test(s), a Test Request Form (TRF) providing details about your test(s). You may:
 - drop off your test(s) in person,
 - use the after hours drop box located outside our front doors, or
 - send the test(s) via interoffice mail.
- Tests sent via interoffice mail should be in a sealed, confidential envelope and addressed to the Faculty Coordinator. They will be returned to you in the same manner.
- To avoid any inconvenience to your students and to ensure Assessment Center staff members have sufficient time to process your TRF(s), we ask that you submit your test(s) at least two workdays in advance of the authorized "begin date".
- Please give each student you refer to the Assessment Center for testing a copy of the *Student Guide for Using the Assessment Center*.

RETRIEVAL OF ACADEMIC TESTS

- To help ensure the integrity of the College's academic testing program, staff will ask that you sign/initial for each test returned to you. If you are a new faculty member or you do not use the Assessment Center regularly, staff may not recognize you and will request photo ID. Please be prepared at all times to honor this request.
- If a designee will retrieve your tests, note the person's name on the TRF or call the Assessment Center in advance. Make sure the designee has photo ID.

STUDENTS WITH DISABILITIES

- Indicate on the TRF the specific testing accommodations required and authorized in the DSS Accommodation Letter.
- If students require assistive technology or a private testing room, please remind them that they should make a reservation at least two workdays in advance.

ACADEMIC INTEGRITY

- Advise your students to maintain the College's standards relative to academic honesty. Assessment Center staff members are required to document and report any evidence of, or the appearance of, academic dishonesty.