



Montgomery College  
Student Development  
Germantown Campus — Assessment Center — SA 110  
240-567-7739 or 240-567-1945  
**FACULTY GUIDE FOR USING THE ASSESSMENT CENTER**

### HOURS OF OPERATION

- Monday – Wednesday 8:30 am — 8:00 pm
- Thursday 8:30 am — 2:30 pm (Closed 2:30 —4:30 pm)  
4:30 pm — 8:00 pm
- Friday 8:30 am — 4:30 pm
- Saturday (1<sup>st</sup> & 3<sup>rd</sup> of each month) 9:00 am — 1:00 pm

### 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 photo identification to take exams in the Assessment Center, i.e., U.S. issued ID, current passport or MC student ID.
- Assessment Center staff cannot accept homework assignments or special projects from your students.

### SUBMISSION OF FACULTY TEST REQUEST FORMS (FTRFs) AND ACADEMIC TESTS

- Complete and submit a Test Request Form (FTRF) providing details about your test. It is important to provide all of the information requested, particularly the names and last four digits of the social security numbers of students who are eligible to take the test. Either record the names and last four digits in the designated space on the form or attach an official class roster with the students' names and last four digits 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 (approved) students with special needs 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 to read and follow.
- To help ensure the integrity of the College's academic testing program, we ask that you (or your authorized designee) personally deliver your tests to the Assessment Center's "DROP BOX" located at the door. You may use the College mailroom. Please mark the sealed envelope "Assessment Center, Germantown" and allow adequate time for the receipt. However, we cannot ensure the security or timely receipt of confidential test materials that are mailed to the Center.
- To avoid any inconvenience to your students and to ensure Assessment Center staff members have sufficient time to process your FTRF(s), we ask that you submit your test(s) at least one workday 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*.
- The Assessment Center staff will not accept tests delivered by students.

### RETRIEVAL OF ACADEMIC TESTS

- The Assessment Center staff will deliver completed and expired exams to you mailbox at the Germantown Campus Instructional Deans' offices between 2:00 and 3:00 pm daily. Exams for Rockville and Takoma Park/Silver Spring campuses will be sent through the College mail.
- When it is absolutely necessary, if you or a staff/faculty designee will retrieve your tests, note the person's name on the FTRF or call the Assessment Center in advance. Make sure the designee has photo ID.

### STUDENTS WITH DISABILITIES

- Indicate on the FTRF 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.