



STUDENT 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 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.**
- When you arrive at the Assessment Center, be prepared to provide either the name of your professor, the course in which you are enrolled, or the test you want to take.
- It is important that you arrive early, especially during the mid-term, final exam and competency testing periods.
- Assessment Center staff cannot accept homework assignments or special projects for your professor.
- For your protection, all testing rooms are monitored by a surveillance system.

INFORMATION PROVIDED BY YOUR PROFESSOR

- Contact your professor if you have any questions regarding the test(s) you will be taking in the Assessment Center, e.g., the dates you may take the test, the amount of time you will be allowed, and/or the aids (notes, textbook, scratch paper, calculator, dictionary, etc.) you should bring. If you are unable to reach your professor at the telephone number(s) provided in the class syllabus, please contact the academic department for assistance.
- Assessment Center staff will adhere strictly to your professor's written instructions. They cannot administer tests on unauthorized days, allow the use of unauthorized aids, or grant extra testing time.

ACADEMIC INTEGRITY

- Assessment Center staff members are required to document and report any evidence of, or the appearance of, academic dishonesty.
- If you leave the test site for any reason during a test, your professor will be notified.
- Please refer to the section on academic honesty in the Montgomery College Student Handbook. Your failure to abide by the College's rules regarding academic honesty could result in disciplinary action.

STUDENTS WITH DISABILITIES

- Provide your professor with an Accommodation Letter that has been signed by a DSS counselor, authorizing and specifying testing accommodations.
- It is your responsibility to remind your professor that he/she must include any accommodations on the Test Request Form (TRF).
- If you require assistive technology or a private testing room, please make a reservation at least two workdays in advance.