



Division of Student Affairs – Assessment Centers FACULTY GUIDE

LOCATIONS & CONTACT INFORMATION

Germantown

Student Affairs and Science (SA)
Room 132
240-567-7739

Assessment GT@montgomerycollege.edu

Rockville

Campus Center (CC)
Room 14
240-567-7459

Assessment RV@montgomerycollege.edu

Takoma Park/Silver Spring

Student Services (ST)
Room 323
240-567-1555

Assessment TPSS@montgomerycollege.edu

GENERAL INFORMATION

- Refer students to the assessment centers to complete make-ups, retests, or special accommodations testing. Your students must bring a **current MC ID** for services.
- Complete a paper or electronic **Test Request Form (TRF)** to submit test materials and instructions.
- Provide **48 hours prior to the start of your test window**. This will allow for staff to process your test request, verify with you any information that needs clarification and finally, enter your test information and roster in our system for implementation.
- Submit one TRF for each course section. **Each TRF can only have a roster of 10 students**. Bring TRF and test materials in person, drop them off in the test drop-box available outside each center, or email them to the respective Assessment Center mailbox.
- Distance Learning (DL) Faculty (no hybrids or other versions): Submit full rosters with your TRF(s). Students can take all their required exams in the Assessment Centers.
- Whole Class Testing: It requires written authorization from the Instructional Dean in your field **and** the College-wide Dean of Student ACCESS, Dr. Jamin Bartolomeo.
- Students with Documented Disabilities: Students can complete all their required exams in the Assessment Centers. Provide the test accommodations required by the student in the TRF. Advise students to carry a copy of their accommodations letter from the DSS Office at all times. If you have any questions, contact the **Disability Support Services (DSS) Office**: 240-567-7770 (GT), 240-567-5058 (RV), 240-567-1480 (TP/SS).
- Share with your students the information about your test: availability, time, authorized aids, etc. Your contact information in case an urgent matter arises during the test is also recommended.
- Encourage students to read our **Student Guide for Using the Assessment Centers**. This guide and our webpage www.montgomerycollege.edu/assessment have important information. Assessment Centers adhere to the **Montgomery College Student Code of Conduct**. The Student Code of Conduct is available at: www.montgomerycollege.edu/DeansStudentServices
- Faculty may collect test materials in person or via an authorized designee. Send written notification of authorized designee in advance. Faculty and authorized designee will be asked to present a photo ID.
- Please contact your respective assessment center for any assistance with your test materials.

Visit our website for more information: www.montgomerycollege.edu/assessment