1. Refer students to an assessment center to complete make-up, midterm or final exams, or to schedule a test that requires special accommodations.

2. Submit test materials and instructions to an assessment center through one of the following options:
   a. **Paper Test Request Form (TRF)**: they are available at any assessment center or at the assessment centers webpage. Bring in person or e-mail your TRF to an assessment center. A test drop-box is also available outside each assessment center.
   b. **Electronic TRF**: they are available through the assessment centers webpage. E-mail your TRF to an assessment center. A test drop-box is also available outside each assessment center.
   c. **SmarterProctoring**: This platform allows submission of digital test materials and instructions, tracks student’s completion of exams, and offers remote testing through the use of Online Proctoring. The online proctoring services are free and available to MC students. Check with your campus assessment center for more information.

3. Submit one TRF per course section. **Each test request only allows 10 students.**

4. **Distance Learning (DL) courses (not including hybrids or blended courses)**: DL courses may submit a full roster with a TRF. However, space for testing is limited, particularly at Germantown and Takoma Park/Silver Spring assessment centers. Therefore, faculty should consider the following:
   a. Send their TRF to all assessment centers
   b. Ensure that students are **scheduling testing on different days and at different assessment centers locations** to avoid overcrowding and other scheduling conflicts
   c. Students should receive sufficient time to complete their required exams at any assessment center
   d. **SmarterProctoring** is the most suitable option to complete testing for DL courses
   e. Assessment Centers have lockdown browsers, security cameras and lockers to securely implement any type of test format, including Blackboard and web-based assessment

f. **Hybrid, Blended and Other Whole-Class Test Requests**: Due to space constrains, assessment centers cannot administer exams for all academic courses. However, faculty dealing with special circumstances may request written authorization from the Instructional Dean in your department and the College-wide Dean of Student ACCESS, Dr. Jamin Bartolomeo.

g. **Students with Documented Disabilities**: DSS students may complete all their required exams at any Assessment Center. Faculty would provide test accommodations for each DSS student in the TRF. Some DSS accommodations require additional time to prepare. Please contact the Disability Support Services (DSS) Office for specific information on how to arrange test accommodations: 240-567-7770 (Germantown), 240-567-5058 (Rockville), 240-567-1480 (Takoma Park/Silver Spring).

h. Assessment centers would review TRFs and verify that all test materials, accommodations and student’s information are accurate before entering the information in our test administrator platform. Please submit test requests at least one or two days prior to the start of your test window to clarify any information and complete our review in a timely manner.

i. Provide contact information (on campus and off campus) to assessment staff to clarify any questions on your test materials or your students.

j. Inform your students of any test requirements such as testing dates, time allowance for testing, and accommodations.

k. Faculty may collect test materials in person or via an authorized designee. Authorized designees will need a photo ID to retrieve materials.

l. Visit our webpage [www.montgomerycollege.edu/assessment](http://www.montgomerycollege.edu/assessment) for hours of operation, TRFs, and contact information. You may also email your preferred assessment center directly:

   - **Germantown Campus**
     Assessment_GT@montgomerycollege.edu

   - **Rockville Campus**
     Assessment_RV@montgomerycollege.edu

   - **Takoma/Silver Spring Campus**
     Assessment_TPSS@montgomerycollege.edu