

**Montgomery College**  
**Division of Student Affairs – Assessment Centers Unit**  
**FACULTY GUIDE**

**ASSESSMENT CENTERS LOCATIONS & CONTACT INFORMATION**

**Germantown**

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

[Assessment\\_GT@montgomerycollege.edu](mailto:Assessment_GT@montgomerycollege.edu)

**Rockville**

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

[Assessment\\_RV@montgomerycollege.edu](mailto:Assessment_RV@montgomerycollege.edu)

**Takoma Park/Silver Spring**

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

[Assessment\\_TPSS@montgomerycollege.edu](mailto:Assessment_TPSS@montgomerycollege.edu)

Our webpage: [www.montgomerycollege.edu/assessment](http://www.montgomerycollege.edu/assessment)

- Refer students to the assessment centers to complete make-ups, or special accommodations testing. Your students must bring a **current MC ID** for services.
- Submit test materials and instructions via paper or electronic Test Request Form (TRF), or through **SmarterProctoring** (check with your campus assessment center for more information.)
- 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 test request for each course section. **Each test request can only have a roster of 10 students**. Bring your test request and test materials in person, drop them off in the test drop-box available outside each center, or email them (mailbox address provided above.)
- Distance Learning (DL) Faculty (no hybrids, blended or other versions)**: Submit full rosters with your test requests to all assessment center locations. Allow students to complete their required exams at any assessment center. The centers have lockdown browsers to securely implement your web-based or Blackboard tests.
- 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**: DSS students may complete all their required exams in the Assessment Centers. Provide the test accommodations for each DSS student in your test request. 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).
- Provide contact information on campus and outside campus in case a discrepancy with your test materials or your students arise during testing.
- Inform your students of your test requirements, including but not limited to: MC IDs, testing dates, time allowed for testing, and accommodations.
- Encourage students to read our Assessment Centers **Student Guide** prior to testing. Assessment Centers' policies and procedures adhere to the **Montgomery College Student Code of Conduct**. The student guide and Code of Conduct are available at our webpage.
- Faculty may collect test materials in person or via an authorized designee. Authorized designee will need a photo ID to retrieve materials.
- Contact your respective assessment center for any assistance with your test request and materials.