



Division of Student Affairs – Assessment Centers STUDENT 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

ASSESSMENT CENTERS RULES

- Make sure you have enough time to complete your tests at the assessment centers.
Please note that all test materials will be collected 15 minutes before closing time.
- Students must bring a **valid photo ID**. You will not be able to take your test without a proper ID. *No photocopies or saved pictures in smartphones allowed.* You may present a current Montgomery College ID or visit our website for a list of accepted Federal, State, County and International photo IDs.
- Bring the **name of your professor**, the **course number**, and the **test you need to take**.
- LOCKERS POLICY:** Assessment staff will ask you securely **lock up ALL** your personal electronic devices, clothing items and other belongings that will interfere with the supervision of your test, for example: cell phones, wallets, watches, pagers, firearms, head coverings, heavy jackets, Google glasses, etc. We strongly recommend that you do not bring any personal items to your test appointment. We will provide pens, pencils, and scratch paper.
- Check with your professor for information about your test at the assessment center.
- Students with Documented Disabilities: Remind your professor to record your authorized accommodations on the test request form. Visit the DSS webpage for more information: www.montgomerycollege.edu/DSS
- Please be advised that the Assessment Centers are monitored by **security cameras** at all times.

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