ASSESSMENT CENTERS

- Faculty Guide -

Assessment & Testing Centers implements these guidelines to support equitable use of test center resources:

- **RegisterBlast is our platform for in-person academic testing services**. It is integrated with Blackboard. Faculty will add this tool in their Blackboard course dashboard to submit exam requests.
- **Submit test requests to all three campuses.** This will ensure that students attending classes at multiple campuses or whose home or place of employment are closer to a different campus will have access to their exam at any campus.
- **Test materials should be in digital format**. Blackboard exams are welcomed. Centers have lockdown tools for Blackboard and ALEKS exams. LanSchool is also available. Digital materials will facilitate exam access at all three campuses and the retrieval of test materials in RegisterBlast.
- **Provide ample time to review and approve your test request**. Assessment staff will process test requests during regular hours of operations, Monday through Friday. Test requests submitted after hours or over the weekend will be reviewed the next available workday. Appointments will not be available to students until the test request has been approved.
- **In-person testing is by appointment only**. Students will use their course dashboard in Blackboard to access RegisterBlast and schedule an appointment to complete their exam at any of the testing centers.
- **Test requests for multiple classes**. Faculty with multiple exam requests and several students to test should make exams available at all three campuses with a test range of 2-3 days. Faculty should also discourage large group of students from scheduling appointments at the same campus, the same day and time. This will create significant delays during peak testing.
- **Centers cannot support test requests for entire classes**. Test requests can have no more than ten (10) non-DSS students per class section, as necessary.
- **Submit test requests and materials in advance**. This is particularly relevant for students with unique accommodations, and DSS students with approved reduced distraction room accommodations. DSS accommodations require additional time to process. Please review this page [DSS Information and Resources for Faculty](#) for more details.
- **Limited access to reduced distraction rooms (i.e., private rooms):** We use a block schedule to maximize availability. Exams with DSS accommodations (I.e., double-time) must be no longer than **4 hours**. This will ensure that more DSS students can use these rooms during peak academic testing.
- **Reduced distraction environments:** Testing labs do not allow for noise distractions. Labs are quiet, computer stations have dividers, and if needed, students can request ear plugs or noise-cancelling headsets.
- **Eating and drinking are not allowed in the testing labs**. Students must have approved accommodations to access food or drinks during testing.
- **External devices are not allowed in the testing labs.** This includes but not limited to laptops, iPods, smartphones, smart watches, and glasses with cameras. Students must have approved accommodations and faculty authorization to access an external device during testing.
- Visit our webpage www.montgomerycollege.edu/assessment for hours of operation, contact information, schedule deviations and additional resources.