



ASSESSMENT AND TESTING CENTERS

Faculty Guide

Assessment & Testing Centers implement these guidelines to ensure equitable use of their resources:

- **RegisterBlast:** This is our platform for in-person testing. It is integrated with Blackboard. Faculty will add this tool in their Blackboard course dashboard to submit test requests, edit requests, and retrieve completed exam materials. Digital test materials are preferred. The platform will automatically make exams available at all three campuses.
- **In-person testing is by appointment only.** Students must schedule their test appointments prior to arriving at the testing center. Students will use their course dashboard in Blackboard to access RegisterBlast and schedule an appointment.
- **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. Carefully review your requests to ensure test materials, links, passwords, accommodations, and instructions are accurate and properly listed. Test requests will not be processed until all test materials and/or accommodations have been confirmed.
- **Plan for DSS accommodations in advance.** Kurzweil, scribes, communication support, and other accommodations that the DSS office needs to set up or arrange for testing require additional time. Please review this page [DSS Information and Resources for Faculty](#) for more details. Coordinate these accommodations with your student and their DSS counselor as soon as possible to avoid delays, particularly during midterms and final exams.
- **Centers cannot support test requests for entire classes.** Test requests can have no more than **ten (10) non-DSS students** per class section. This will enable students, including those with approved accommodations, to find available appointments, particularly during peak academic testing.
- **Multiple test requests.** Faculty with test requests for multiple courses and multiple students (5-10 students) should make exams available in advance, at all three campuses with a test range of 2-3 days. Faculty should also discourage large groups of students from scheduling appointments at the same campus, for the same day and time.
- **Reduced distraction rooms (i.e., private rooms):** These rooms are scheduled in morning and afternoon blocks to maximize availability to students. Exams with double-time accommodations should not be longer than **4 hours** to ensure the block schedule works for DSS students, particularly during peak testing.
- **Reduced distraction environments:** Testing labs are considered reduced distraction areas. To minimize 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. Students can store their food, drinks and personal belongings in a locker during testing.
- **External devices are not allowed in the testing labs.** This includes, but is 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.