Assessment & Testing Centers request that faculty follow these policies and guidelines to support equitable use of test center resources and space:

- **RegisterBlast is our platform for in-person academic testing services**. This platform 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. Link each campus to RegisterBlast once a semester for every course taught.
- **Test materials must be in digital format**. Blackboard exams are preferred. Centers have lockdown tools for Blackboard and ALEKS exams. LanSchool is also used for external platforms. Digital materials will facilitate exam access at all three campuses and the retrieval of test materials. Paper exams are not accepted.
- **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 before coming to an Assessment & Testing Center to complete their exam at one of the testing centers.
- **Test requests for multiple classes**. These requests must have exams available at all three campuses with a test range of 2-3 days. Faculty must discourage large group of students from scheduling appointments at the same campus only, the same day and time. This will create significant delays.
- **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 DSS students with approved accommodations and students who do not have access to reliable technical resources.
- **Students with Documented Disabilities**: DSS students may complete all their required exams at any Assessment Center. Some DSS accommodations require additional time to prepare. Please review this page [DSS Information and Resources for Faculty](#) for more details.
- **Reduced distraction spaces**. Testing labs do not allow for noise distractions during test sessions. Labs are quiet, computer stations have dividers, and if needed, students can request ear plugs or noise-cancelling headsets.
- **Limited access to 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 periods: midterms and final exams.
- **Eating and drinking are not allowed in the testing labs**. Before testing date, 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. Before testing date, students must submit approved accommodations to access an external device.
- Visit our webpage www.montgomerycollege.edu/assessment for hours of operation, contact information, schedule deviations and additional resources.