

Testing Center Guidelines for Students:

Appointments for Tests are REQUIRED

Please review the following procedures prior to using testing facilities. By making an appointment for proctoring services, you are verifying that you have read and understand the procedures. **You are responsible to communicate all changes in your testing schedule to your instructor PRIOR to taking your test.**

- **You are required to have instructor permission before scheduling your appointment.**
- You are required to know and provide the Testing Center staff with the allotted time for your test.
- By Appointment Only using Appointment Plus. **MUST be scheduled 2 business days in advance for quizzes and tests, Finals week MUST be scheduled 1 week in advance. Plan accordingly.** <https://booknow.appointment-plus.com/ytsvv210/>
- If you will be creating multiple appointments, please create a user profile for the website.
- Last available appointment time is 2 hours before closing.
- All tests must be completed and turned into the proctor by end of scheduled testing time, **no exceptions.**
- Please arrive 5 minutes prior to the scheduled appointment time. Check in with the Testing Center in Room 113.
- Exams begin and end on time. You will not be given additional time to complete your exam if you arrive late.
- If you arrive 15+ minutes late, you are considered a “No Show” and will not be allowed to test. Your exam will be returned to your instructor and you are responsible for making alternative arrangements with the instructor.
- Be prepared to show **VALID** photo ID to test. Ex: HC or testing institution student ID, state issued ID or driver’s license, passport, or military ID.
- Students requesting **accommodated** testing must, in addition to the proper identification listed above, bring documentation from **Disabilities Services**. If you are requesting a reader, proofreader, or scribe, a **1 week** notice is required. Please see Kristine Fife for your accommodation card.
- You are not permitted to leave the Testing Center once an exam has started unless your Instructor has given **WRITTEN** approval prior to test time.
- **No Food or Drink** is allowed in the Testing Center.
- **No personal items** are allowed in the Testing Center and all personal items brought to the testing area will be stored in a secure location. These items include, but are not limited to: cell phones, smart watches, wallets, purses, backpacks, iPods, MP3 Players, outerwear, laptops, tablets, and outside/personal scratch paper.
- Calculators, pencil, and scratch paper are provided with **WRITTEN** approval from Instructor and will be collected at the end of the scheduled test time.
- **No persons**, including children, other than the student and no pets are allowed in the testing area. Service animals are permitted.
- Academic honesty and integrity are integral to our mission at the Testing Center and at Helena College. Any student observed using unauthorized materials or resources during an exam will be reported to the Instructor. The Testing Center reserves the right to stop an exam at any time if academic dishonesty is witnessed and your Instructor will be notified
- If you need to reschedule your exam you may do so by sending an email to testingcenter@helenacollege.edu, calling 406-447-6939, text only 406-686-2120, or logging in to Appointment Plus.

When emailing or leaving a voicemail, you will need to provide your full name, phone number, email, course name and number, Instructors name, and two dates/times that you would be available to test.

Testing Center Guidelines for Instructors:

Students are responsible for initiating the testing process, including setting an appointment and communicating any appointment changes.

- Appointments are necessary, and must be made at least **2 business days** in advance. This ensures time for communication between you and the student, gives you time to deliver the test, and allows the Testing Center to schedule the tests appropriately. Please remind students that Business Days do **NOT** include Sat/Sun.
- The Faculty Request MACH form must be completed **2 business days in advance of the test or 1 week in advance of Finals week**. This tells the Testing Center staff that the appointment made online by the student is valid and guarantees that we can schedule the student for the specific test. Students should still be requesting permission from Instructors to schedule.
- Faculty must deliver the test to the Test Center office (room 113) **8 hours in advance of the scheduled test time**. Tests can be delivered in person at the Testing Center Office in room 113 or by email at testingcenter@helenacollege.edu. We do have a drop box just outside the office as well.
If emailing a test for printing please make sure all tests are **PDFs** and checked for no printing errors. If your tests have diagrams or anything in color, let us know so we can print accordingly.
- Be sure to include any pertinent notes, details, or instructions on the MACH Form as necessary. Be sure to provide the regular class time that is permitted for your test.
If you have more than one student taking the same test please list all of their names in the “student name(s)” section. If there are standard and accommodated testing needs, please specify. For those with accommodations, please let us know which accommodations will be needed to the best of your ability.
Please use “S” for standard Test and “A” for accommodated test as shown below.
EX:
Johnny Blue – S.
Billy Greene – A, Time and a half.
Josh Brown – A, Reader.
- Student will schedule their test through Appointment Plus. **Students must schedule 2 business days in advance for quizzes and test. Finals week must be scheduled 1 week in advance.**
<https://booknow.appointment-plus.com/ytsvv210/>
- Once the student has scheduled their test, faculty and students will receive an email meeting invitation from testing center staff for each appointment made. **Do not wait for this email to submit the MACH FORM.**
- Once the test is completed, the test center proctor will return the test to the faculty mailbox in a confidential envelope.
- If a student fails to show or arrives 15+ minutes past the start time, they will be considered a “No Show” and will not be allowed to test. The test will be returned to the faculty member and the student will be instructed to work with the faculty to re-schedule the test, if allowed.

Faculty request form-MACH form.

http://helenacollege.edu/student_support_center/advising/facrequestfortest.aspx

If you have students that would like to schedule their entire semester’s quizzes/test/exams, please email testingcenter@helenacollege.edu with the pertinent information. Also, feel free to call (406)447-6939 or stop by the Testing Center Office.