

TESTING CENTER GUIDELINES

Students: Appointments for Tests are REQUIRED

Please view 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 required to have instructor permission before scheduling your appointment. **You are responsible to communicate all changes in your testing schedule to your instructor PRIOR to taking your test.**

Proctoring services are available for students to take an exam granted the approval by the students Instructor.

- By Appointment Only. **Must** be scheduled 2 business days in advance. Plan accordingly.
- Last available appointment time is two hours before closing.
- All tests must be completed and turned into the proctor by closing, no exceptions.
- Please arrive 10 minutes prior to the schedule appointment time.
- Exams begin and end on time. You will not be given additional time to complete your exam. Exams may not continue past closing time of the Testing Center.
- 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 your 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 **one week** notice is required.
- 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.
- 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 using the link in your original confirmation email, by sending an email to testingcenter@helenacollege.edu or by calling 406-447-6939.

Instructors: Students are responsible for initiating the make-up test process, including setting an appointment, any required signatures, 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.
- The Faculty Request for Proctored Testing Mach form must be completed and returned to the Testing Center **2 business days in advance of the test.**
- Faculty must get 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 .
- You will receive an email verifying the test has been received.
- Be sure to include any pertinent notes, details, or instructions on the Make-Up Test MACH Form as necessary. Unless otherwise noted, students receive the same amount of time as the class period.
- Student will schedule their test through Appointment Plus at the requested time by using the Mach form available on the website. Students must schedule 2 business days in advance.
- Once the student has scheduled their test, faculty will receive an email alert that the student has scheduled their test.
- 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.
- Completed exams will be delivered to your HC mailbox in a confidential envelope.

Faculty request form-MACH form. See attached PDF