

Testing Center Information and Policies
Student Version
Room R274

Location: Room R274 - provides a variety of examination proctoring for all Great Falls College courses including:

Fully online or hybrid/mixed-mode course exams (includes courses taught using D2L and MyMathLab), make-up exams for all courses, COMPASS placement, and for students requiring extra time or a distraction-free environment (students must see the Disability Services Coordinator first).

Testing Center hours vary, depending on the semester. To find the current hours, go to: <http://testing.gfcmsu.edu>

Please view the following procedures prior to using Testing Center facilities. By making an appointment to use the Testing Center or walking in to use the Testing Center services, you are verifying that you have read and understand the following policies and procedures.

1. **Exam appointments are required**

- a. To schedule an appointment please fill out the appropriate form at <http://testing.gfcmsu.edu>
 - i. Appointments should be requested via email form **at least 24 hours** in advance of the desired date/time. If you want to test on a Monday, you must submit your request by 8:00pm the prior Thursday.
 - b. A request does not guarantee the appointment. Confirmation of the appointment will be provided via the email you listed on the request form.
 - c. Student's are responsible for requesting a test time that will allow for adequate time to complete the exam. All exams must be completed by the Testing Center's closing hour for that day. Testers will not be permitted to remain in the testing center after hours.
 - d. It is the student's responsibility to know who their instructor is, the course name & number, the exam time limits, exam availability dates and exam restrictions.
2. Please plan to arrive 5 minutes prior to the start of your scheduled exam time.
 3. Be prepared to show a valid photo ID in order to test. Examples: Driver's License, GFC MSU Student ID, Military ID, State issued photo ID or Passport.
 4. No personal items are allowed in the Testing Center, this includes but is not limited to: cell phones, wallets, purses, backpacks, coats, hats, iPod, MP3 player and books or notes (unless instructor allows). Lockers will be provided for all personal items, the lockers are 10 ½" deep x 11 ½" wide x 22 ½" high. Please plan accordingly as we are unable to store any personal items for you that do not fit in the lockers.
 - a. Cell phones are to be turned off or placed on silent (**not on vibrate**) prior to storing in a locker.
 5. Personal calculators and scratch paper will be provided, only if instructor permits. The Testing Center has a limited number of graphing and business calculators available for your use, if the instructor permits their use.
 6. Please help us to accommodate students and employees who are chemically sensitive to fragrances and other scented products. Thank you for not wearing perfume, aftershave, scented hand lotion, fragranced hair products, and/or similar products.
 7. You are not permitted to leave the Testing Center once the exam is started. Emergency situations will be handled on a case-by-case basis.
 8. No food is allowed in the Testing Center. Drinks are allowed, at the discretion of the proctor on duty.
 9. No outside scratch paper will be allowed, scratch paper will be provided by the Testing Center. Scratch paper may not be taken away from the Testing Center. Completed paper exams and scratch paper must be submitted to the proctor. For face to face classes doing a paper exam, scratch paper will be stapled to the completed exam. You may request that the proctor save your scratch paper for your instructor to pick up.
 10. Children are not permitted in the Testing Center. (Policy 605.1, GFC MSU Policy & Procedure manual)
 11. A surveillance system is installed to help monitor the Testing Center area.
 12. Academic honesty and integrity are fundamental to the mission of the Testing Center. A camera system is installed to help monitor the Testing Center area. Academic misconduct will not be tolerated. (Policy 300.40, 300.41 and 300.42, GFC MSU Policy & Procedure manual)
 13. An Incident Report will be completed and submitted to the course instructor and department chairperson for any infractions relating to the above procedures.