

Testing Center Information and Policies

Non-Campus Test Takers

Room R274

Fully online or hybrid/mixed-mode course exams (includes courses taught using D2L and MyMathLab), for testers requiring accommodations, extra time or a distraction-free environment (students must contact the Testing Sponsor) and provide the appropriate documentation upon check-in.

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

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 procedures.

Testing Center Fees

1. Great Falls College MSU charges a \$15.00 sitting fee for Non-Campus tests. This fee must be paid when checking in to take your test.

Exam Appointments REQUIRED

1. To schedule an appointment please fill out the appropriate form at <http://students.gfcmsu.edu/testing>
 - i. Appointments should be requested via email form at least 72 business hours in advance of the desired date/time.
 - ii. All Testers will schedule online
2. A request does not guarantee the appointment. Confirmation of the appointment will be provided via the email you listed on the request form as late as the morning of your appointment—be sure to check your spam/junk mail box.
3. Students are responsible for requesting a test time that will allow for adequate time to complete the exam.
 - i. **ALL EXAMS** must be completed by the Testing Center's closing hour for that day.
 - ii. Testers **WILL NOT** be permitted to remain in the testing center **AFTER HOURS**.
4. It is the tester's responsibility to know their sponsor's exam time limits, exam availability dates, and exam restrictions.

Testing Center Guidelines

1. Be prepared to show a **VALID** photo ID in order to test. Examples: Driver's license, Military ID, State Issued ID, Passport, or Tribal ID. **REFER TO THE SPONSOR'S GUIDELINES.**
2. Absolutely **NO** Books, Notes and Calculators are authorized unless written consent provided by the Sponsor. The Testing Center has a limited number of basic, graphing and business calculators available for your use.
3. All personal calculators will have memory erased before entering the Testing Center.
4. Scratch paper and/or pencils will be provided only if the sponsor gives prior written approval.
5. Scratch paper **MAY NOT** be taken away from the Testing Center.
6. Completed paper exams and scratch paper must be submitted to the proctor.
7. **No Personal items** are allowed in the Testing Center, this includes but is not limited to: cell phones, watches, smart watches, Fitbit/fitness trackers, hats, sunglasses, coats, gloves, wallets, purses, backpacks, food/drink not approved to enter, headphones/earbuds, iPod, and MP3 players.
 - a. Lockers will be provided for all personal items. The lockers are 10 ½" deep x 11 1/2" wide x 22 ½" high. Please plan accordingly as the testing center staff **WILL NOT** watch any personal items not locked in a locker.
 - b. Power down **ALL** electronic devices prior to storing them in the locker.
8. Please help us 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 other strong scented smells.
9. You are **NOT** permitted to leave the Testing Center once the exam is started unless the sponsor gives prior written approval. Emergency situations will be handled on a case-by-case basis and reported to the exam sponsor.
10. **NO FOOD or DRINK** is allowed in the Testing Center.
11. Children are not permitted in the Testing Center. (Policy 605.1, GFC MSU Policy & Procedure Manual)
12. A recording surveillance system is installed to help monitor the Testing Center area.
13. Academic honesty and integrity are fundamental to the mission of the Testing Center. Academic misconduct **WILL NOT** be tolerated (Policy 300.40, 300.41 and 300.42, GFC MSU Policy & Procedure Manual)

An Incident Report **WILL BE** completed and submitted to the sponsor for any infractions relating to the above procedures.

Great Falls College Testing Center has the right to refuse admittance for repeated no-show appointments.