Testing Center Information and Procedures
GFC MSU Students
Room R274

The Testing Center provides a variety of exam proctoring for Great Falls College MSU students, professional testing and distance learning students for other colleges and universities.

To find the current hours please go to: https://students.gfcmsu.edu/testing/

By making an appointment, you verify that you have read, understand and agree to the following procedures.

1. **Appointments are required**
   a. To schedule an appointment choose the appropriate link at https://students.gfcmsu.edu/testing/guidelines.html
   b. All students without accommodations must schedule online
   c. Students with accommodations may schedule online or contact the testing center for more options.
   d. Students are responsible for requesting a time that will allow for adequate time to complete the exam.
      i. All exams must be completed by the Testing center's closing time for that day.
      ii. Testers are not permitted to remain in the Testing Center after hours.
      iii. If a student is late or did not schedule with adequate time they will forfeit any test time that goes beyond the closing time.
      iv. It is the student's responsibility to know who their instructor is, the course name and number, the exam time limits, exam availability dates, and exam restrictions.
      v. It is the student's responsibility to know their log in information and how to navigate to their exam.
2. Please arrive 5 minutes prior to your appointment time. Due to limited testing space, if you arrive more than 15 minutes late you may not be able to test and will be required to reschedule.
3. ALL testers are required to show a valid ID to test, NO EXCEPTIONS. The name on the ID Must match the name on the schedule or you will not be able to test.
   a. Acceptable ID's: Name and photo; School ID, Driver's license, Military ID, Stat ID, Passport, Tribal ID
4. No personal items are allowed in the Testing Center, to include but not limited to: Cell phone, watches, fitbit/ fitness tracker, hat, coat, sunglasses, gloves, wallets, purses, backpacks, food/ drink, headphones/ earbuds, music players.
   a. Lockers are provided for all personal items to be stored during testing.

    i. Testing center staff are not responsible for any items that are not secured in a locker.

    ii. All electronics MUST be POWERED OFF COMPLETELY prior to storing them in the locker.

5. Calculators, scratch paper, pens and pencils, subject to instructor approval.

  a. **Blank, loose scratch paper is provided by the Testing Center.** NO personal scratch paper is allowed. Scratch paper may NOT be removed from the Testing Center for any reason.

  b. **Pencils are provided by the Testing Center.** Personal pens/ pencils will be allowed with prior approval from the instructor. NO carrying case, all pens/ pencils must be carried in.

  c. **Basic 4-function, TI-30 and TI-83 calculators are available in the Testing Center for use during your exam.** ALL personal calculators, with memory, will be CLEARED prior to each exam.

6. You are not permitted to leave the testing room during your exam without prior approval from the instructor or if you have been approved for an accommodation that states you may use the restroom during an exam.

  a. Emergency situations will be dealt with on a case-by-case basis.

7. Children are not permitted in the Testing Center, please reference policy 605.1. https://www.gfcmsu.edu/about/policies/PDF/600/605_1.pdf

8. A Video and Audio recording surveillance system is installed to monitor all areas of the Testing Center.

9. Academic misconduct will not be tolerated, refer to policies 300.40, 300.41 and 300.42. https://www.gfcmsu.edu/about/policies/PDF/300/300.pdf. An academic integrity report will be completed and submitted to the Executive Director, Student Affairs, the course instructor, and the department chair.

Great Falls College MSU Testing Center has the right to refuse admittance for repeated No-Show appointments.