

2023 Testing Services Policy



Required Form

All Test requests must be submitted as a **Testing Service Request Form** using the online Dynamic Forms.

You can find it in the MWCC employee portal in the *Requests & Forms* menu at the top in *the Instructor & Advisor Forms* list. The info about date, time and length are critical to our ability to schedule.



Availability Window – 3+ Days in which the test is available for taking

We will assume that the testing window will start at the opening of day on the first date that you give us. This window will allow us to partner with you on accommodated and make-up exams by fitting students in between the other testing that are being given in the office.



Submission Deadline – 48 business Hours

Please submit the Testing Services Request Form with the test at least 48 business hours ahead of the 3-day availability window.

We often hear that you cannot send the form because you haven't written the exam yet. If this happens, **please send the form 48 hours ahead of the window**. This allows students to schedule within our availability. Then, e-mail the test separately when finished, at least one (1) business day before the 3-day window.

This is especially necessary for 8 am testers: we do not work nights or week-ends, so we won't get your message until it's too late.



Extending Test Window

If it is necessary to move or extend the window, please submit a **new Testing Request Form**. We test students using the information on the Test Request Form exactly as written.



Appointments

Appointments are required for adaptive technology, low distraction, or private room settings with documentation approved by Student Disability Services.

All other students may make appointments for their tests to ensure a time and space or they may walk-in and we will seat them if we have availability.

Students will need to show a photo ID.

They may email us for an appointment at testingservices@mwcc.mass.edu .

They may call us at 978-630-9244 to schedule.

They may walk-in and check if we have space and the test available.