Supplemental Testing Support Services
2019-2020

Montana Tech does not have a designated Testing Center to support internal testing needs. Faculty are responsible for providing all testing accommodations that are required through disability services and/or accommodations required due to athletic travel, excused absences, etc.

In an effort to support students and faculty Montana Tech has three supplemental testing support options available based on student demographics: (1) Disability Services Testing Support; (2) TRIO SSS Testing Support; (3) Student Affairs Testing Support. These services are intended to be a back-up and not the primary service provider. This means that the offices might not be able to fulfill every request that is submitted.

When and How to Request Supplemental Testing Support Services

WHEN: All Supplemental Testing Support Services requests need to be submitted a minimum of Three (3) days before the requested test date.

HOW: Instructors need to fill out the Supplemental Testing Support Services form located in MyMtech under Quick Links “Testing Accommodation Request”

Where does testing occur and how are test materials handled

WHERE: All supplemental testing support services are proctored in Engineering Hall room 105F.

HOW: Test materials must be sent to the proctor via campus mail, email, or hand delivered by the instructor. Other methods can be discussed on a case by case basis.

Which Supplemental Testing Support Service should I use?

WHICH: The support service is determined by the student. Use the decision tree as a guide for which service (see next page). If you are unsure of which one contact the Dean of Students (406-496-4198), Disability Services Coordinator (406-496-4429) or Director of TRIO SSS (406-496-4683).
Testing Service Decision Tree

Am I able to Proctor the exam?

Yes
- Proctor the exam

No
- Is the student requiring testing accommodations because they are registered with disability services?
  - Yes
    - Proctoring can occur via TRIO SSS or Disability Services
      Complete online request form
  - No
    - Is the student registered with TRIO SSS?
      - Yes
        - Proctoring can occur via TRIO SSS
          Complete online request form
      - No
        - Proctoring can occur via Student Affairs Testing Support
          Complete online request form

Faculty Proctoring is best because it allows students to ask content clarification questions.

TRIO SSS is able to serve students who are: low-income, first generation, or registered with Disability Services. Students MUST be in a 4-yr STEM degree and a US citizen to access the services.

Online Request form is located in MyMtech under Quick Links “Testing Accommodation Request”.

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