

Helena College Testing Center Procedures

1. Students must schedule exams to be taken in the Testing Center at least 24 hours in advance. Students can email makeuptest@helenacollege.edu to schedule their exam. All emails must be from the student's Helena College account. Emails sent after 5:00 p.m. on Friday will not be received until after 8:00 a.m. on Monday and may not be scheduled until Tuesday. All scheduling is as staffing permits.
2. Students should include the following information in their scheduling email:
 - a. Full name of student scheduling exam
 - b. Name of course and instructor
 - c. Multiple exam dates and/or times they are available
3. Students will show up at their scheduled time for the exam. Due to the limited space in the Testing Center, the student may be rescheduled if s/he shows up late for the exam and the schedule does not allow for the change. The student may also be allowed a shorter amount of time if s/he shows up late and the Testing Center is scheduled to close at the end of the day.
4. If a student does not show up for an exam or shows up late and needs to be scheduled, the instructor will be notified of the change.
5. Tests that have not been made up by the due date will be returned to the instructor's mailbox, accompanied by an explanation of why the test was not made up.
6. Students are not allowed to leave the testing room during the test without notifying someone. Hayley's extension is posted next to the phone in the testing center. Students are to call before leaving the room.