

Mines Testing Center

Frequently Asked Questions *for Students*

How do I request to take my exam with the Testing Center?

Notify your professor at least 10 days in advance that you would like to utilize the Testing Center for your exam/quiz.

You can also fill out this form, here: <http://casa.mines.edu/testingcenter-students>

Once your professor is notified, they will then submit a request to the Testing Center and we will schedule your exam. You should receive an email confirmation from your professor of the date and time of your exam.

Where is the Testing Center?

The Testing Center is located in the basement of Stratton Hall, room 109. It is a classroom with 16 available seats for testing.

What time should I arrive for my exam?

Please arrive to the Testing Center at least 15 minutes before your scheduled test time. This allows time for the proctor to check you in and disseminate any exam-related information.

What do I need to bring with me?

Please bring your official School of Mines ID card. This is how the proctor will verify your identity. Also, bring any exam-related materials that have been approved by your instructor (calculator, equation sheets, etc.).

Who proctors the exam?

The Mines Testing Center has a student-staff of proctors. There is generally one proctor per exam room. These proctors are juniors and seniors that have been fully trained on policies, procedures and upholding the academic integrity of each exam. Proctors do not administer an exam for a class they are currently taking.

How many other students will be in the room with me?

At a maximum, the Testing Center holds up to 16 students. There may be times during finals week that you will test in a room other than the Testing Center and capacity may reach 20. Your exam should never have above 20 students in it.

What if I have a question for my professor during the exam?

If you have a question during the exam, you can notify the proctor who will attempt to reach your professor. The proctor will try multiple methods (phone, email, text) and make a 2nd attempt, if needed. Professors know that you are taking your exam with us and are generally available, if questions are allowed. If for some reason they are unreachable, continue working on your exam but write a detailed note of your question and your attempt to reach them via the MTC proctor.

What else do I need to know?

When you enter the room, please do so as quietly as possible. In many cases, there may be other students already testing.

Also, please make sure that all of your belongings (including smart watches, cell phones, backpacks, etc.) are placed on the side of the room away from your seat. Only bring to your seat what your professor has allowed for the examination.