



Academic Center for Excellence

Guide to Testing Services

Code of Conduct

All students are expected to abide by the Montana Tech Student Code of Conduct. Additionally, they are expected to abide by the rules of the Testing Center. To ensure academic integrity, students are not allowed to have cell phones or other electronic devices, such as smart watches, on them while testing, and may only bring proctor or instructor-approved materials. Failure to comply will result in penalties.

Fees

Starting January 1, 2023, there will be a one-time \$25 proctor fee to take placement exams. The proctor fee can be paid in-person at our [Business Office](#) or over the phone at 406-496-4250.

If students chose to take ALEKS PPL virtually, there will be an additional \$5 fee. Likewise, if students chose to take College Success exams online, there is \$12 fee if they schedule the placement exam on the same-day they sign up, and an \$8 fee if they sign-up to take an exam within 72 hours. To avoid the fee, it is recommended that students schedule College Success exam(s) at least 3 days in advance.

College Success

College Success placement exams are suitable for students who need to place into a writing course for their program or major, as well as students who are pursuing a two-year degree at our Highlands campus and need to place into a math course. College Success exams may be taken twice with a 24-hour "cool off" period in between sessions. If students would like to take it a third time, they must get permission from their counselor or academic advisor.

Math placement exams allow students to place into any math class from M065 (Pre-Algebra) to M121 (College Algebra). It does not assess for placement above M121. The assessment consists of approximately 30 questions with a 60-minute time limit.

Writing placement exams allow students to place into WRIT 100 or WRIT 101/121. The assessment consists of one essay question with a 90-minute time limit.

ALEKS PPL

ALEKS PPL math exams are suitable for students who are pursuing a four-year degree at Montana Tech and need to place into a math course. This placement assessment allows students to place into any math class from M065 Pre-Algebra to M171 Calculus I.

The ALEKS PPL placement test must be taken at least twice. Students will complete an unproctored attempt to assess their math skills and practice using the assessment environment. Following their unproctored practice test, the student must complete the learning modules and then take a proctored assessment for an official placement score. The assessments consist of approximately 30 adaptive questions with a 2.5-hour time limit. After the second round, students may take ALEKS up to 2 more times if they are dissatisfied with their score, but there is a 48-hour waiting period in-between sessions.

Registration

Students must register to take their placement exam [in-person](#) at the Montana Tech Testing Center or [virtually](#) on a computer with a working webcam. Once the student has registered, she or he will be sent a confirmation email with instructions on how to get to campus (in-person testing) or how to begin the test (virtual exam).

Test Prep

College Success offers [practice tests](#) for students to prepare for exams, and EdReady can assess their college readiness and provide them with [individualized study plans](#).

Faculty Exams

Students enrolled at Montana Tech with testing accommodations or who need to make up missed exams are welcome to use our Testing Center. Faculty must submit the [Test Request Form](#) at least 3 days in advance of the exam and send all testing materials to Shauna Goodell.

HiSET®/GED

HiSET® testing is provided on the 2nd Tuesday of the month. Students can find more information on the exam through [ETS](#) or contact Margie Pascoe at 406-496-4477.

Outside Exams

ACE can proctor exams for students who are taking the exam for another institution. There is a \$25 proctoring fee that can be paid in-person at our [Business Office](#) or over the phone at 406-496-4250.