

Academic Center for Excellence Guide to Testing Services

The Academic Center for Excellence (ACE)'s Testing Center proctors placement tests, faculty exams, HiSet®/GED tests, and exams from outside institutions. ACE is located in the Student Success Center on the campus of Montana Technological University in Butte, MT.

Code of Conduct

All students and visitors 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.

Placement Tests

Typically, first-year placement in math and writing courses is determined by ACT or SAT scores. If students don't have scores, they may take a Montana Tech placement exam instead. Students should contact an [Admissions Representative](#) to determine which placement exam they will need to take.

For math, Montana Tech uses several methods to place students in appropriate courses:

- ACT, SAT, or AP/IB test score
- Transfer credits from another college or university

- Scores from an accepted placement test (Placement Exam, College Success, or ALEKS PPL)

Student data is used to develop placement guidelines that ensure students have an excellent chance of passing the math course in which they are placed.

Dual credit or AP courses may also help determine placement. Email test scores, grades, or in-progress schedule to [Admissions](#) to determine if placement testing is still required.

More information on [math placements](#) and [writing placements](#) can be found through the Mathematical Sciences and Writing departments.

College Success

According to their website, College Success is “a fully customizable Adaptive Learning Environment and Adaptive Placement Platform that provides insights into appropriate course placement and embedded resources for immediate developmental support. With the data collected from College Success placement and diagnostic tests, administrators can properly place students in courses suited to their skill sets, resulting in higher retention rates.”

Montana Tech uses College Success to test students on their math and writing skills and place them into courses they’re best suited for. Students are allowed one retake of each exam after a brief “cool off” period of 48 hours. If a student wishes to take the College Success placement test for a third time, special permission from her or his academic advisor is required. College Success, can be taken on campus at Montana Tech, or virtually.

ALEKS

[ALEKS](#) prides itself on being “a research-based, online learning program that offers course products for Math, Chemistry, Statistics, and more.

Rooted in 20 years of research and analytics, ALEKS is a proven, online learning platform that helps educators and parents understand each student's knowledge and learning progress in depth, and provides the individual support required for every student to achieve mastery.”

ALEKS is typically offered to students who excel in mathematics, or want to place into a higher-level math course (e.g. Pre-Calculus or Calculus). Students are allowed to retake the ALEKS exam up to 4 times, but there is a 48 hour “cool off” period in between retakes, and students must complete the learning modules before attempting a second, third, or fourth time. ALEKS, like College Success, can be taken on campus or proctored virtually.

Scheduling Exams

Though an appointment is preferred, students may drop in for both College Success and ALEKS placement tests during normal business hours. At peak times during the year, Placement Exams may be scheduled through [Montana Tech](#), otherwise, students should contact [Shauna Goodell](#) to set up a time that works for them.

Students should bring their DiggerCard, or at the very least, know their student ID number. Unauthorized materials will be stowed away for the duration of the test. More information on testing, including registering for placement testing, can be found [through our website](#). In-person exams are administered in the Academic Center for Excellence (ACE)'s Testing Center. ACE is housed in the Student Success Center.

Students seeking to take a College Success placement test for math or writing virtually must create a ProctorU test-taker account and then email [Shauna Goodell](#) for a link.

Students who want to take the ALEKS test virtually must acquire the class code and proctor password from [Shauna Goodell](#) and then create a new account on ALEKS.

Study Guides

College Success offers practice tests for [writing and math](#) to help students prepare for their placement exam.

[EdReady](#) also allows students to assess their readiness for college math and/or writing and provides them with a personalized study path.

Virtual Proctoring

Students must find a space free of distractions to test and put all unauthorized materials and electronic devices away. Students must have a webcam on for the duration of the exam. No personal calculators are allowed, but students may use scratch paper and pens/pencils. Please note that Chromebooks are not compatible with the required software, so the computer must be Windows or MAC.

College Success

Virtual College Success exams are proctored through ProctorU. Exams may be proctored by a live human being or automated. If a student has never taken a College Success exam before, she or he will be required to [create a new account](#) on ProctorU. It is recommended that students use Chrome or Firefox for virtual exams.

On exam day, students may be required to show a valid photo ID. The exam launch process will walk students through every step, including downloading the ProctorU browser extension, testing equipment to ensure there will be no technical issues, authentication, and remote system checks. If proctored by a live human being, the process can take up to 10 minutes, while it may take up to 5 minutes if the proctor is

automated. Regardless, students are encouraged to begin their virtual testing session early.

For detailed descriptions on using ProctorU to test, see their guides on [How to Get Started](#) and [Exam Day: What to Expect](#).

ALEKS

Virtual ALEKS exams are proctored through ALEKS using Respondus Lockdown browser to ensure academic integrity. Students will require the class code and the proctor password to test online. To receive the class code and proctor password, contact [Shauna Goodell](#).

If a student has never taken an ALEKS test before, she or he will be required to create a new account using her or his Montana Tech email by clicking "Sign Up – New Student?". See ALEKS [instructions](#) on student registration for more information. If students have used ALEKS before, they may be required to create a new, different account using their Montana Tech email and the provided class code.

Once the account is created, ALEKS will provide the student a username to log in with. On exam day, the student may be required to download Respondus Lockdown browser if it is not already installed. Students may be required to show a valid photo ID at the beginning of the exam, and will have 2 hours and 30 minutes to complete it.

Faculty Exams

Students enrolled at Montana Tech with testing accommodations or who need to make up missed exams are welcome to use our proctoring services. 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 with another institution. There is a proctoring fee of \$25 and, at this time, only cash is accepted.