

MONTGOMERY COLLEGE  
Office of E-Learning, Innovation and Teaching Excellence

October 4, 2016

MEMORANDUM

TO: Dr. Sanjay Rai, Senior Vice President for Academic Affairs

FROM: Dr. Michael Mills, Vice President, Office of E-Learning, Innovation and Teaching Excellence

SUBJECT: On-campus Testing of Distance Education Students

Attached please find a recommendation for faculty teaching on line or blended classes who prefer to have their students come to a specific campus assessment center to complete tests. This recommendation was shared with Collegewide Deans and the Distance Education Advisory Group, and they both support this recommendation.

*With the proliferation of online and blended classes at Montgomery College, enrollment in those classes increased more than 42 percent between 2010 and 2015. Offering four online degrees is expected to help continue this enrollment trend. As a result, students are opting to take all their classes on line/blended or splitting between on-campus and a distance format. Faculty teaching online or blended classes should seek to accommodate students by offering tests in an online format. Those faculty who prefer to require students to attend a campus assessment center are expected to allow students to take tests at a campus of the students' choice. This supports the idea of one college and Common Student Experience. Technology allows for faculty to electronically provide tests to assessment center personnel; those tests will be returned in a timely fashion. Students who are out of the area and cannot visit an assessment center should collaborate with the faculty member to find proctor acceptable to both parties.*



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Sanjay Rai, PhD  
Senior Vice President for Academic Affairs