

Montgomery College Placement Test Score Transfer Form

External educational institutions interested in submitting or receiving Accuplacer placement scores from Montgomery College (MC) should follow these guidelines:

Requesting placement scores from Montgomery College

- We will not provide any placement scores directly to the student
- Provide students with your information about transferring college-ready placement scores. Our criteria to assess placement scores may differ from yours. Students should understand your requirements prior to requesting the transfer of placement test scores. We will not be able to provide that information to students.
- Students will provide one of MC Assessment Centers with the contact information of the external institution receiving the Accuplacer scores
- The designated MC Assessment Center will fax and/or email the transfer form and placement scores directly to the external institution. Please send confirmation upon receipt
- There is no charge for processing this request.

Sending placement scores to Montgomery College

- Students cannot bring the form and placement scores in person.
- External educational institutions will print the transfer form, fill it out and send it to one of Montgomery College Assessment Center via fax or email.
- MC Assessment Centers will only process forms and placement scores that have been submitted to us directly by the external educational institution. We will verify the information and process it
- We will send a confirmation upon receipt to the sender via fax or email

MCPS placement scores:

Accuplacer placement scores held in MCPS records may be sent to MC Assessment Centers:

- Scores must be sent by the designated school official
- We will only process college ready placement scores in accordance with the established Memorandum of Understanding

Rockville:	assessment_rv@montgomerycollege.edu	Fax: 240-567-7474
Takoma Park:	assessment_tpss@montgomerycollege.edu	Fax: 240-567-1528
Germantown:	assessment_gt@montgomerycollege.edu	Fax: 240-567-6014

Montgomery College: Placement Test Score Transfer Form

We are: Sending scores to your school Requesting scores to be sent to our school

STUDENT 'S CONTACT INFORMATION

Student's First Name		Student's Last Name	
Student's ID # at Receiving School		Student's ID # at Sending School	
Student's Phone Number			
Student's Email			
Student's Signature			

SCORE RECIPIENT

Name of Institution	
Test Center Person Handing Transfer/Title	
Phone Number	
Fax Number	
Email	

TESTING INSTITUTION

Name of Institution	
Test Center Person Handing Transfer/Title	
Phone Number	
Fax Number	
Email	

PLACEMENT TEST (S) GIVEN

<input type="checkbox"/> ACCUPLACER	<input type="checkbox"/> OTHER:
Are the scores College-Level? Yes <input type="checkbox"/> NO <input type="checkbox"/>	How old are the scores? _____

Additional comments/ information:

--

TODAY'S DATE

DATE SCORES WERE SENT

- * Send the ACCUPLACER report from College Board if possible – not the database report
- * If sending a database report provide actual test names; e.g., Sentence Skills, not English
- * Scores must be sent via fax or by email to the respective center at Montgomery College
- * Please send confirmation upon receipt