

Using Heartland Community College as a Proctored Testing Site for your Exam

Heartland Community College's Testing Center will proctor exams from other institutions at the request of the instructor or institution responsible for the exam. HCC charges a \$25 fee to proctor exams administered for other institutions. This fee does not apply to course exams from Franklin University.

Students should follow the procedure listed below

1. Provide your institution with the below contact information, and request to have your exam sent to testing@heartland.edu.
 - a. **Site Name:** Heartland Community College Testing Center
 - b. **Site Address:** 1500 W. Raab Road; Normal, IL 61761
 - c. **Site Location:** Student Commons Building, (SCB) Room 2002
 - d. **Phone Number:** 309-268-8077
 - e. **Email Address:** testing@heartland.edu
2. If your institution requires an HCC proctor to complete an agreement form on your behalf, contact us in advance and an individual proctor will assist you.
3. Call **309-268-8077** or email testing@heartland.edu to make an appointment to take your exam. Walk-ins will not be allowed to test. We will provide you with a guest ID for check-in purposes.
4. Before your appointment, please visit the Cashier in in the Business Office, Suite 2100 in the Community Commons Building (CCB) **prior to testing** (see below for further cashier information). You will be given a receipt from the cashier as proof of fee payment. Please bring this receipt to your appointment
5. Arrive at your appointment and check in using a provided guest ID. Show your valid photo ID and receipt and state the name of your institution to the Testing Facilitator.

Cashier information:

Cashier hours will be 8am-5pm, Monday through Thursday and 8am-4:30pm on Fridays. Payments may be made in person to the Cashier in in the Business Office, Suite 2100 in the Community Commons Building (CCB) **prior to testing**. Payments may be made in the form of cash, check, and/or a credit/debit card (Visa, MasterCard or Discover).

Call Testing at (309) 268-8077 with questions regarding these policies and procedures, to check the status of your exam, or to make an appointment.