

HCC Academic Testing Center STUDENT INFORMATION

Phone: 240-500-2398 / e-mail: testingcenter@hagerstowncc.edu / Web site: www.hagerstowncc.edu/testing

Hours of Operation*

Monday/Tuesday/Thursday: 8:00 a.m. – 6:00 p.m.

Wednesday: 8:00 a.m. – 4:00 p.m.

Friday: 8:30 a.m. – 4:30 p.m.

Sunday: 11:30 a.m. – 5:00 p.m. [remote operations]

Please review the following information regarding the procedures and guidelines of the Academic Testing Center. If you have any questions, concerns, or comments, please do not hesitate to contact us using the information provided above.

- **You are required to do the following in order to sign in each time you visit the Academic Testing Center:**
 - Present a valid photo I.D.
 - Know your 7-digit HCC student I.D. number
 - Know your instructor's name
 - Know your course name and number
 - Know your exam name
 - Know the username and password for relevant software, if applicable
- Instructor exams are facilitated on a scheduled basis and will be administered strictly according to the directions provided by the instructor on his/her form. If you require to test at the Testing Center, it is your responsibility to inform your instructor as they will provide you a link to schedule an appointment.
- You must understand and abide by HCC's Honor Code while in the Academic Testing Center. Academic Testing Center staff will report any irregularities, including academic dishonesty, to the appropriate authorities.
- All portable electronic devices, including cell phones, Fitbits®, and MP3 players, as well as food, drink, hats, and watches (analog/digital) are strictly prohibited in the Academic Testing Center. All of your belongings are to be secured in the Academic Testing Center's lockers while you are testing.
- You must obtain permission from Academic Testing Center staff to access personal belongings or to exit the Academic Testing Center for any reason (restroom, etc.) during testing.
- All exam materials will be collected promptly at closing. You are expected to plan your schedule accordingly to allow sufficient time to complete your exam prior to closing. Academic Testing Center Staff reserve the right to deny a test-taker who arrives after 30 minutes prior to closing.
- Academic Testing Center Staff reserve the right to refuse to administer a test to a student who is deemed hostile, emotionally impaired, or under the influence.
- To abide by HCC's Board-approved policies, and out of respect to fellow students, children are not allowed in the Academic Testing Center. Under no circumstances will Academic Testing Center staff take responsibility for unattended children. College policy prohibits children under the age of 12 from being left unattended anywhere on the college campus (2012-2013 Student Handbook, Code of Student Conduct, Section I.3J). Please make childcare arrangements prior to visiting the Academic Testing Center.
- If you require testing-related accommodations, you must contact Disability Services at least 5 days prior to your test date to schedule an appointment. Disability Services will work with you and the Academic Testing Center to ensure all your allowed accommodations are provided.
- During peak times, visitors, students, and faculty may experience delays. We are committed to serving you and would appreciate your patience during these times.

Failure to comply with these guidelines may result in forfeiture of testing privileges and/or filing of formal paperwork reporting any irregularities to the proper authorities.