

HCC Academic Testing Center

STUDENT INFORMATION

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

Hours of Operation*

Monday - Thursday: 8:00 a.m. – 8:00 p.m.

Friday: 8:00 a.m. – 4:30 p.m.

Saturday: 8:00 a.m. – 1:30 p.m.

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:**
 - Register Online - <http://www.registerblast.com/hcc/exam>
 - Present a physical and valid photo I.D.
 - Know your 7-digit HCC student I.D. number
 - Know your instructor's name, class course name, and course number
 - Know your exam name, and your 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 are required 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. 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. In addition, students are required to sign in/out when using the restroom.
- 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 30 minutes before 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 (2020-2021 Student Handbook, Code of Student Conduct, Section I.3K). 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.
- It is the student's responsibility to inform the Testing Center Staff of their test-related accommodations each time they visit the Testing Center.
- 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.