



Testing Center Mission Statement

The Highland Community College Testing Center is dedicated to enhancing student learning by providing comprehensive, accessible testing and assessment services. The Testing Center is committed to maintaining the highest compliance with nationally recognized testing standards and practices, safeguarding confidentiality of student records, and creating an optimal testing environment in order to meet the increasing needs of our students, faculty, administrators, and community.

Hours *

	<u>Testing Center</u>	<u>Office Technology (T-138)</u>
Monday	8:30-4:45	5:00-7:45
Tuesday	8:30-7:45	
Wednesday	8:30-7:45	
Thursday	8:30-4:45	5:00-7:45
Friday	8:30-4:45	
Saturday	Closed	

* Students must begin testing prior to the last hour that the Testing Center/Office Tech is open. Exams with two hour time limits must be started at least two hours before the Testing Center/Office Tech closes. Exams are collected 15 minutes before the official closure of the Testing Center/Office Tech.

Services Offered

COMPASS	ACT
COMPASS: Remote and Post Testing	Quick Start
HCC Proctored Tests	Nelson Denny
Online and Hybrid Testing	NIOIN
CLEP	KAPLAN Nursing tests
DANTES	Make up Exams
WorkKeys	
Proctored Testing for Outside Institutions	

Testing Environment

The Highland Community College Testing Center provides comprehensive testing services for Highland students and community members in a distraction free environment. Accommodations are available. For ADA testing accommodation information, please contact Tracey Williams at 815-599-3582.

We are committed to providing a quiet, professional and stress-free testing environment for our students. The following guidelines have been established:

- Photo identification is required for all testing
- All electronic devices will be checked in and stored in the provided container
- Snacks or drinks are not permitted in the testing areas
- Children are not allowed into the testing center
- Unless specific accommodations have been made, the exams must be completed in one sitting
- For some exams, examinees need to know their social security number
- **Restroom breaks:** It is advised that students take care of restroom stops before entering the exam area. Once an exam has been issued, test monitors are not allowed to have students leave and return to the testing room for any reason. Upon exiting the room, all testing material must be turned in. Instructors may provide special need students with waivers to this rule as needed. Documentation of waiver must accompany exam.
- **Quiet Please:** One of the purposes of the Testing Center is to provide you with a quiet, undisturbed environment. Please take special care as you arrive and leave to maintain that quiet atmosphere. Standing outside the testing room to talk to other students entering and exiting the area is prohibited.
- **Testing Material:** your instructor will tell you the items you must provide to take a test. Testing monitors are not allowed to change any part of the instructor's directions or requirements. A limited number of calculators are available for students to borrow.
- **Process:** After seeing your picture ID, the monitor will log your name. The monitor does have authority to tell you where to sit. Students should never sit next to another student taking the same exam. After you have completed the exam, you must return it to the test monitor.
- **Violation of Rules:** If a student violates the directions established by an instructor, or the guidelines of the TC, the monitor has the right to collect the exam early: for example, if the directions say "no class notes" but you have your notes out. If the monitor asks for your exam early, please turn in your exam and leave. The monitor will inform the instructor. Any further discussion should be directed to your instructor, not to the testing monitor.
- **Closing Time:** If you come to take a test during the evening hours, understand that you must complete your test by the scheduled closing time. Students will be given a 5 minute warning. Exams are collected 15 minutes before the official closure of the Testing Center/Office Tech.

Contact Information

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