Using Heartland Community College as a Testing Site

Heartland Community College’s Testing Services will proctor exams from other institutions. HCC will charge a $25 fee to proctor exams administered for other institutions. This fee does not apply to exams from Franklin University or Western Governors University.

Students who desire this service should follow the procedures listed below:

✓ Provide your institution with the following information (if requested)
   - **Proctor Name:** Heartland Community College Testing Services
   - **Site Address:** 1500 W. Raab Road; Normal, IL 61761
   - **Site Location:** Student Commons Building (SCB) Room 2002
   - **Phone Number:** (309) 268-8050
   - **FAX Number:** (309) 268-7986
   - **Proctor Email:** testingservices@heartland.edu
   - **Testing Center Hours:** [https://www.heartland.edu/testing/hours.html](https://www.heartland.edu/testing/hours.html)

✓ Let your institution know that they must send us your name, testing instructions, and any specific technical requirements needed for us to proctor the exam.

✓ All fees must be paid to the Cashier in the Business Office, Suite 2100 in the Community Commons Building (CCB) prior to testing.

✓ Obtain a receipt from the cashier as proof of fee payment

✓ Show the receipt to the Testing Assistant for verification of fee payment

✓ Present a photo ID and provide the name of the institution to the Testing Assistant

Cashier information:

Cashier hours will be 8am-5pm, Monday thru Thursday and 8am-4:30pm on Fridays. Payments may be made in person to the Cashier 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). If payment is made by check, a description of the fee that is paid should be included on the memo line of the check. If you are mailing in your payment please make to allow for enough time so that you receive your receipt and can provide proof of payment when you visit the Testing Services area.

Mail checks to:

Heartland Community College
Attn. Cashier 1500 W. Raab Rd.
Normal, IL 61761

Credit/debit card payments may also be made by telephone by calling the Cashier at (309) 268-8140. If payment is made by mail or by telephone, the receipt will be mailed to you. If you need to expedite this process, make sure to request that an email receipt be sent to you. Print that out as proof of payment, or forward the receipt to our email address TestingServices@heartland.edu. Payment procedure questions should be directed to the cashier at (309) 268-8140.

Call Testing Services at (309) 268-8050 with questions regarding these policies and procedures, or to check and see if an exam has been received.

Last Edited September 2016