

## Procedures for Using Heartland Community College as a Test Proctoring Site

Heartland Community College's (HCC) Testing Services will charge a \$25 fee to proctor exams administered for other institutions. This fee does not apply to exams from other community colleges, Franklin University, or to HCC students who also take classes at another institution. Students who request this service should follow the procedures listed below:

- Pay \$25 to the cashier in Room 1000 of the Community Commons Building (CCB). Any questions regarding this procedure should be directed to the College cashier at (309) 268-8140.
- 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.

Provide the institution with the following information (if requested):

Proctor Name: Kim Kelley  
Proctor Title: Program Assistant for Tutoring & Testing  
Site Address: 1500 W. Raab Road  
Normal, IL 61761  
Phone Number: (309) 268-8231  
FAX Number: (309) 268-7959  
Proctor Email: [kimberly.kelley@heartland.edu](mailto:kimberly.kelley@heartland.edu)

The Cashier's hours are: Monday – Thursday 8:00 AM -7:00 PM and Fridays 8:00 AM-4:30 PM. Payments may be made in person at the Cashier workstation/counter located in the Community Commons Building (CCB), Room 1000, at the College's main campus, 1500 W. Raab Rd., Normal. 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.

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 (309) 268-8140. If payment is made by mail or by telephone, the receipt will be mailed to the payer.

Call Testing Services at (309) 268-8231 with questions regarding these policies and procedures. Payment procedure questions should be directed to (309) 268-8140.

Policies and procedures effective January 1, 2008