Faculty ERFT Instructions | Fall 2025

Faculty ERFT Instructions
Submitting an Electron Request for Testing (ERFT)

Begin Here:
heartland.edu/testing → Heartland Course Testing → Faculty Use → Request for Testing Form

Course Details:
Please note that some information will auto-fill. It is important that you are logged in to your HCC account when completing an ERFT

- ❖ Enter Instructor Phone Number and Preferred Contact Method. Please provide a phone number other than an HCC office number. Testing Center staff will only call for urgent matters.
- ❖ Enter the Course (Ex: Biol 191-61)
- ❖ Select the Course Type
  - ➢ **Classroom (Traditional):** Reserved for exam make-ups and accommodated testing *only*. Full-roster classroom exams should be administered by the instructor in the classroom. ERFTs submitted for full-roster classroom exams will be automatically declined.
  - ➢ **Online (synchronous and asynchronous) Courses with Additional Requirements:** Instructors may send full or partial rosters. Instructors are required to submit complete or incomplete ERFTs to reserve preferred deadline dates for full-roster exams prior to the start of each semester. ERFTs submitted during the semester may be accepted but preferred deadlines are not guaranteed.
  - ➢ **Hybrid**: Instructors may send full or partial rosters. Instructors are required to submit complete or incomplete ERFTs to reserve preferred deadline dates for full-roster exams prior to the start of each semester. ERFTs submitted during the semester may be accepted but preferred deadlines are not guaranteed.

Exam Information:
- ❖ Enter the Exam Title (example: Exam 3)
- ❖ Select the Date First Available and the Date Last Available
  - ➢ After selecting the Date Last Available, instructors will see a message that states the number of slots remaining for that date. A full-roster online or hybrid class occupies a single slot. If the form shows two slots remaining, two full-roster online or hybrid classes can book that deadline date. This

change was implemented per faculty request so that faculty trying to schedule multiple classes on the same day may see the availability more easily. The online form will give an error message if a certain deadline date is unavailable.

➢ We recommend that you allow your students a minimum of 3 days to complete their exam.

➢ Fridays & Saturdays will not be available for full-roster exam deadlines, although students can take their exam on those days if they fall within their exam window.

➢ Please note that [Lincoln](#) & [Pontiac](#) campuses may have differing Testing hours of operation.

❖ Identify the time limit of the exam. Please list the time limit **without** accommodations.

➢ All exams, regardless of the time limit, will be collected 5 minutes prior to closing.

❖ Select the Resources Allowed

➢ Some fields (such as External Website, Notes, and Note Cards) will display a pop-up when checked. Add a description of the resource there. Instructors do not need to add this description in the Instructions box below, but are welcome to if they'd like.

<u>Instructor Provides</u>:

❖ Check any and all instructor provided information/resources.

➢ If you select Scantron, Scantron with Mini Essay Book, or Blue Essay Book, it is the instructor's responsibility to provide that to the Testing Center at least two business days prior to the opening date of the exam.

➢ Selecting Exam via Canvas, MyLabsPlus, or Aleks will display a pop-up box for the exam's password. All online exams (through Canvas, MyLabsPlus, Cengage, Examplify, etc.) **<u>MUST</u>** be password protected. If you are unsure of how to do this, please consult with your colleagues or Canvas resources. All passwords are entered by Testing Staff where students cannot see. Please keep passwords simple and to a character minimum as we cannot see the password on the screen when entering it for the student.

Examples of acceptable Passwords: Friends24!
Examples of unacceptable Passwords: BGJ#SKLA47593!

<u>Testing Center Provides:</u>

- ❖ Instructors may select options from the Testing Center's available resources
    - ➢ The Testing Center can provide up to 10 Scantron sheets per exam. If the exam requires more than 10 sheets, the instructor must provide.
    - ➢ While the default scratch paper is blank, the Testing Center can also provide lined and/or graph paper if needed.

Special Instructions:

This space is reserved for any additional information that you would like for Testing, SAAS (see SAAS section), or Lincoln/Pontiac campus staff to know for proper administration of the exam. Please keep these instructions clear, concise, and simple. Any instructions for the students specifically should be on the exam itself. Ex: The instructor's standard for showing work. It is helpful to students to provide a cover page with this information rather than listing it on the ERFT.

SAAS (Student Access & Accommodations):

Please list under "Special Instructions" the students that have accommodations and their specific accommodations such as: additional time, separate testing area, use of a reader, etc. Students are required to renew all accommodations with SAAS each semester. Students with electronic medical devices that they intend to take into the testing room will also need to be documented with SAAS each semester. Please reach out to SAAS with any questions or concerns.

Attachments:

When submitting an exam attachment, we require the following to be included on each page of the document(s):

- ❖ Instructor's First & Last Name
- ❖ Course Number & Exam Title
- ❖ Page Numbers & Current Term

Exam attachments should be added via "Rework" at least 1-week prior to the opening date of the exam.

Word documents are preferred as they are most compatible with the text-to-speech software used in the SAAS office.

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Please verify that the attachment is correct before submitting the ERFT. Ensure that the term/date is updated, page numbers are correct, answers are not highlighted, etc. If there are issues with the attachment, Testing Center staff will return the ERFT to the instructor for edits.

- ❖ Exams with Multiple Parts:
    - ➢ If your exam has multiple parts and the student will take all parts in one visit, you can attach each part as separate files within the same ERFT submission. If your exam has multiple parts that students may take in separate visits, please submit a separate ERFT for each part.

Students/Roster:
Add the student(s) intended to complete the exam in the Testing Center. Only students added to each ERFT will be permitted to take the exam. Communication is sent to the instructor when a student attends an appointment and is unable to take an exam for any reason (exam expired, not listed on the roster, etc.).
- ❖ Rosters are updated by the Testing Center staff prior to the opening date of the exam.

As students check-in to complete an exam, Testing Center staff mark the exam as "taken" which is available for you to view via your complete ERFT submission. Instructors are able to view the date/time that students **began** their exam via their Instructor Request History (found at the top of any ERFT).

According to the discipline process, faculty will be notified if a student on your roster is temporarily and permanently banned from using the Testing Center as a result of academic dishonesty and/or student conduct.

Scratch Paper:
Please select whether you would like Scratch Paper returned to you.
- ❖ If Yes is selected, Testing Center staff will collect and return scratch paper even if it is blank.
- ❖ If No is selected, Testing Center staff will discard scratch paper even if it is used.
If students are allowed any of their own resources on the exam (note card, periodic table, etc.) and you do not indicate whether you want those collected and returned to you, the students will be allowed to keep their resources.

Exam Return Options:
Please select your preferred return method for exam materials.
- ❖ Pick-Up at the Testing Center

➢ We will keep exam materials until final grades are posted. Instructors may pick up exam materials at any time during business hours.
❖ Email scanned exam
➢ Testing Center scans and emails exam materials to the instructor's HCC email address. **This is only an option for rosters of 10 students or less**. Please note that this process can take 2-4 business days.
❖ N/A: Computer-based Exam
➢ No return is necessary. The instructor receives no exam materials from the Testing Center.

<u>Submit Form</u>:
Testing Center Staff will review your submission. You and the students on the roster will receive an email confirmation when the exam has been verified. Should we have questions or discover any issues with your exam, we will reach out.

<u>ERFT Edits</u>:
You can make a variety of edits on ERFT submissions by selecting the original exam through your Instructor Request History and clicking the "Request Rework" button at the top and bottom of the form. The page will refresh and then be in an editable state. The following edits can be made via Rework by the instructor:
❖ Adding / Removing Students from the roster
❖ Adding / Removing Attachments
❖ Adding / Removing any Special Instructions
❖ Adding / Removing any Resources allowed
❖ Adding / Removing any Instructor Provided resources

The following edits CANNOT be made via Rework and will require the instructor to reach out to Testing Center Staff for assistance:
❖ Any changes to the First and/or Last Date Available.

Once the exam has been verified by the Testing Center, the exam cannot be edited by the instructor. If you need to make any edits after that point, please email the Testing Center.

<u>Deadline Extensions:</u>
Instructors should **not** submit new ERFTs for deadline extensions.
If an instructor approves a student for a deadline extension, the instructor is responsible for notifying the Testing Center. Please send an email with the course name, exam title, student name, and the new deadline for that student. For online exams, the instructor must also make the exam available in Canvas (or whatever platform is used).

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<u>Course Incompletes "I"</u>:

If you have a student with a transcript incomplete from a previous term, please submit separate ERFTs for any incomplete exams. Instructors may need to change the term at the top of the form. On the new ERFTs, indicate in the exam title that this is an exam for an incomplete course. Ex: Final Exam (Incomplete Summer25).

If the ERFT form does not allow for you to select the appropriate semester, please reach out to Testing for assistance.

<u>External / Remote Testing</u>:

If a student is not able to travel to a Heartland campus for a proctored exam, it is up to the student to locate an alternative test site that is acceptable to the instructor. Any form of external or remote testing will need to be arranged by the instructor, the student, and the alternate testing site. See here for a list of [suggested locations](). The student is responsible for any off-site testing fees as well as arranging accommodations (reader, separate area, scribe, etc.) if applicable. The instructor is responsible for working with that off-site testing location to send over exam materials and instructions. Should a student need to be proctored from home (via Zoom, etc.), the instructor is responsible for all aspects of remote testing should the instructor choose this option.

<u>Updates to the ERFT</u>:

The ERFT will routinely be updated for ease of use. If you have suggestions, please email Jessie Birckelbaw, Jodi Chambers, and/or Jennie Kearney.

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Testing Center Contact Information

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