

# TESTING CENTER

## HOW TO SUBMIT ELECTRONIC REQUESTS FOR TESTING

1. Begin [here](#)
2. Some spaces will auto-fill based on your login, the current term, and your selected **course**
3. Enter a phone number where we should reach you if students experience a technical issue that prevents testing. If a work number is listed in Outlook, we will call that number first
4. Choose your Course Type (Classroom, hybrid or online)
5. Provide the **title** of your exam (e.g. Exam 3)
6. Select a deadline **date**. The “must sign in by” time is an *option* to set a cutoff time for admitting students for the exam. If left blank, we will admit students until 30-minutes before close on the deadline date
7. Indicate if the student is allowed a break during the exam
8. For timed exams, mark “Yes” under **Exam Time Limit**, and select the allotted time. To allow an untimed exam, mark “No” in this section (all exams are collected at closing)
  - a. Please list the standard time limit and note in **Special Instructions** how much time to allow for the individual(s) using extended time if applicable
9. Check any resource(s) a student may use during the exam. Please note in **Special Instructions** if exam resources, such as a note card or scratch paper, should be collected/filed with the exam. All other used scratch paper goes to the recycle bin.
10. In the next section, please indicate where we can find your exam (attached file, Canvas, or myLabsPlus) and if you will provide any other exam materials such as a flash drive or Scantron sheets. Testing can provide Scantron sheets for rosters with 10 or fewer students listed
11. In the **Special Instructions** section, please share any information related to exam delivery that is not addressed in the above spaces. Include any applicable passwords for computer-based exams here
12. **Attach** your exam file. Please include your name on page one of your exam
  - a. If your exam submission has multiple parts **and** students will take all parts in one visit, multiple parts may be submitted as separate attachments of the same form submission
  - b. If your exam submission has multiple parts that students may take in separate visits, please submit a separate Request for Testing for the separate parts (exam completion is recorded by Testing staff and monitored at check-in)
13. List the number of pages of your exam file to ensure that all pages have been printed when administering the exam. Numbering your exam pages 1/9, 2/9, etc. is welcomed

14. **Add** the student(s) who will complete their test in the Testing Center to create your roster
- If submitting your exam request in advance of your traditional classroom test date, please include only names of students who plan to test in the Testing Center or with accommodations
  - If another student misses the same test, contact [testing@heartland.edu](mailto:testing@heartland.edu) or 309-268-8077 to add a name to the roster
15. Click **Submit Form**. Testing Center staff will review your submission. You and the students on the roster will receive an email receipt as confirmation that your exam has been received/filed and is ready for administration. If further information is needed to help us deliver the exam, we will email you

**Congratulations! You successfully submitted your exam request electronically.**  
**Use the [Instructor Request History](#) to view previous submissions and monitor test completion.**

**Need Help? Contact Testing staff:**

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