



TESTING CENTER

Heartland Community College

TESTING GUIDELINES

Entry

- A photo ID is required to be admitted for your test.
- Know your course number, instructor's name, and student ID number for check-in.
- Your name must be listed on your instructor's request form.
- Exams will not be administered after the instructor-specified deadline.
- Exams must be started within 1 hour of closing.
- All exams are collected at closing time.

This is a quiet testing environment. Speaking to other testing candidates is prohibited.

Personal Items and Electronic Device Policy

Prohibited items

- Cell phones, smart watches, and all other non-medical electronic devices (must be powered off)
- Book bags and other belongings
- Hats and headwraps
- Outerwear including heavy jackets
- Food and drinks

These items must be stored in a provided locker.

Only clear water bottles are allowed in the testing room after they are checked by staff.

Academic Integrity

Academic integrity and compliance with the student code of conduct are expected of all students while in the Testing Center.

Suspected violations will be reported to the appropriate administrator or instructor.

Minors

Children are not allowed in the testing area.

Minors who accompany students must have another adult present for supervision. Students accompanied by minor children will not be admitted to the Testing Center