



HEARTLAND
COMMUNITY COLLEGE

TESTING GUIDELINES

Please read the following as your consent is required to sit for your exam.

Exam Entry Requirements:

- Photo ID [HCC or State ID], HCC Account Credentials [Username & Password]
- HCC Student ID Number, Course Number & Instructor's Name
- Scheduled Appointment or attendance during established Drop-In Hours
- Your name MUST be on the course roster

Expectations:

- Exams are administered in accordance with the instructor established deadlines.
- Exam MUST be started no later than 1 Hour prior to closing. If you arrive late, you are not guaranteed admittance OR your full exam time.
- All exams are collected at closing and polite cooperation is expected. Violators will be reported to the Dean of Students & Security.
- Talking is prohibited in the Testing Room.
- Children are NOT allowed in the Testing Room. All minors are required to be accompanied in the waiting room by an adult at all times.

Personal Items & Electronic Device Policy:

Resources not explicitly approved by your instructor are prohibited in the Testing Room.

You are expected to lock all personal items in a locker. Violators will be reported to the Dean of Students.

- All Electronic Devices: Laptops, Headphones, Smart Watches, Cell Phones (all of which must be powered OFF)
- Backpacks, Purses, Pencil Pouches, etc.
- All outerwear: Hats, Scarves, Headwraps, Coats, etc.
- Food & Drink | Water in a transparent bottle is permitted.

Academic Integrity:

Academic Integrity and compliance with the HCC Student Code of Conduct are expected of all students while in the Testing Center. Suspected violations will be reported to the all appropriate Administrators & Instructors.