



Proctored Testing Services

HACC, Central Pennsylvania's Community College - Lancaster Campus

Brossman Learning Center, 1641 Old Philadelphia Pike Lancaster, PA 17602

Phone: 717-358-2878 Fax: 717-358-2254

Proctored Testing Hours: Tuesdays and Thursdays: 10:00am–3:00pm (must start by 3pm)

Appointments are required *Schedule subject to change*

- Complete student section and submit this form at least 10 business days in advance of your test date.
- Email completed form to lanctestcenter@hacc.edu.
- You will receive notice of acceptance or denial by email within two business days.

Student Section: To be completed by the student: Date: _____

Name: _____ College/University: _____

Email: _____ Phone Number: _____

Course Title: _____ Instructor: _____

Type of Exam: Paper or Online Time Needed for Exam: _____

1st Choice of Date/Time Requested for Exam: _____

2nd Choice of Date/Time Requested for Exam: _____

Current HACC student: Yes or No HACC ID: _____

I have read and agree with the Proctored Testing Services Rules and Regulations (in Information/Rules section):

Printed Name: _____ Signature: _____

Office Section: To be completed by Test Staff: Date: _____

Appointment Request Accepted

Appointment Date: _____ Appointment Time: _____

Test Fee: _____ Test Time (Allotted Hours): _____

Appointment Request Denied Reason: _____

OFFICE USE ONLY: Testing Instructions:

Information and Rules Section:

- Students are responsible for providing return postage/envelope (if appropriate).
- Personal laptop/tablets, electronic devices, and cell phones are not permitted in the testing room.
- Internet access is reserved for online based testing only.
- Proctored Testing Services fee of \$25 per hour is based on the full time allotted for your exam and must be paid in full before starting your exam.
- Photo ID is required.
- You must follow your instructor's directions and time limit.
- Only your test, authorized test materials, and writing tools are permitted in the test room. All other personal items (such as coats, purses, and bags) must be placed in storage cubbies in the Test Office.
- Children are not permitted in the Test Center.
- Students must maintain a quiet environment: talking and food are not permitted in the test room.
- Your test is concluded when you leave the test room. Breaks are not permitted during testing.
- Scratch paper must be turned in with your exam. You are not permitted to take away any test materials.
- Test Center staff members reserve the right to terminate test sessions for violations at their discretion.

Location: Lancaster Campus Test Office is located in the Main Building, Room 232E, within the Learning Center. The Learning Center is located in back of the Library. We recommend you use the Library entrance.

Driving Directions:

From East: Travel east on Route 283/30; Take Greenfield Road Exit; Turn left on Greenfield Road; Turn right onto Old Philadelphia Pike; Campus is located on the right.

From West: Travel west on US 30; Take Greenfield Exit; Turn left onto Greenfield Road; Turn right onto Old Philadelphia Pike; Campus is located on the right.

From downtown Lancaster: Travel east on King Street from downtown; Cross Conestoga River; Proceed to traffic light at King Street (Rt 462) and Pitney Road/Lampeter Road; Bear left onto Old Philadelphia Pike through next traffic light; Campus is located on the left.

Parking: Parking passes are not needed for guests. You may park in any of the three parking lots on campus (Main, East, and North) EXCEPT for the designated faculty lots (in Main and East).



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