

Alternate Testing Location- Required Information and Considerations

HCC Test Center Staff will review all information regarding your alternate testing location. To avoid having to find a new testing location, please keep in mind the following:

- The Test Center must be a community college, university or college, or military base
- HCC Test Center Staff will contact all alternate testing locations and reserves the right to not approve a site if there are concerns
- The Proctor cannot be a relative, supervisor, teacher, or tutor

You will be required to provide the following information when completing the eLearning test request form:

Alternate Testing Location Information:

- Proctor Name

- Test Center Name:

- Test Center Address:

- Test Center Phone Number:

- Email Address for the Proctor or Test Center:
(No personal emails- e.g. Gmail, Outlook, Hotmail, etc.)

Also keep in mind-

- Many alternate testing locations may charge a fee for proctoring services. You are responsible for any proctoring fees charged.
- Many alternate testing locations required scheduled appointments.
- Please review HCC Test Center's Hours of Operation- if there are any problems with your test, a Test Center representative will be available during these times.

When possible, schedule your appointment when our Test Center is open so we may assist.