

We need your help!

We aim to provide quality customer service for all students, staff, faculty, and stakeholders. As HCC grows, so do the number of courses offered, tests offered, accommodations needed, and services required.

Test Center staff want to meet the growing demands without compromising our customer service and in order to do so, we need the help of our faculty and staff members.

Let's work together to ensure student success and truly help our students to "get there from here."



Committed to a partnership
that fosters academic success



For questions, comments or concerns,
please contact Zakia Johnson at
zjohnson@howardcc.edu or 443-518-
4079

Test Center Academic Hours

Monday– 9:30 AM– 7:30 PM

Tuesday– 12:00 PM—7:30 PM

Wednesday–9:30 AM– 7:30 PM

Thursday– 9:30 AM– 7:30 PM

Friday– 9:30 AM—2:30 PM



Quick Guide for Faculty

Hints for the Successful Administration of Academic Exams

Phone: 443-518-1280

Fax: 443-518-4257

E-mail: testcenter@howardcc.edu

Academic Testing

During the 2018-2019 school year, the Test Center administered 15,543 academic exams. We predict that the number of tests administered this year will dramatically increase with the growing number of online courses and programs offered.

We want to continue to provide excellent services for our students and faculty members and we need your help!

At the Test Center we are committed to developing a strong partnership with faculty so we can successfully administer tests to our students.

This pamphlet provides some helpful hints that will help simplify the administration process and also ensure that your tests are administered effectively and se-

Test Information Form

Completing a test information form correctly is the very first step in the successful administration of your exam. Please make sure to double check your form to make sure that all gray areas are filled out and that there are no errors before you submit it to the Test Center.

Other Helpful Hints

Dropping off exams– Whenever possible try not to have tests delivered on the same day it is to be administered. This is particularly important during our peak periods when we receive a high volume of exams and may not be able to process the exam immediately.

For your convenience, we have a secure drop box outside of the Test Center (RCF 359) if you wish to drop off a test when the Test Center is closed.

Time windows– Please avoid having start and end times for your exams. (ex: student must be complete by 3PM). It is difficult to meet this request with the number of students testing.

Canvas exams– The Test Center encourages the use of computer-based testing. However, when submitting online exams with passwords, please make sure that the passwords are legible if written. Also please avoid using spaces and difficult characters.

Always make sure that if you extend the last date of administration for a student, that you make the appropriate changes in Canvas. We often run into problems when the student comes to test and the test has been locked on an earlier date.

Returning Tests– Always include your first and last name on your exams, as well as where you would like your test returned when you print your tests (ex. Fletcher, Jenna AC230). It will help ensure that your test is correctly returned when completed.

Test Center hours– Remember, your students may wait until the last minute to test. Always remember that we open later on Tuesdays and close early on Fridays. Encourage them to test earlier rather than later and check our website for up to date information.
