

**HCC TESTING AND WORKFORCE CERTIFICATION CENTER**  
**KITTREDGE CENTER, ROOM 204**  
**TEL: 413.552.2112**  
**ELAINE HÉBERT-DANCIK, COORDINATOR**  
**EMAIL: EHEBERTDANCIK@HCC.EDU**

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***The HCC Testing and Workforce Certification Center administers exams for:***

- HCC students with documented accommodations with the Office for Students with Disabilities and Deaf Services (OSD/DS)
- HCC students enrolled in the HCC Online Program
- HCC students who need to take a Make-Up exams

***Please Note:***

- All test appointments must be scheduled 48 hours prior to the preferred date and time.
- Always come to your test appointment with your valid HCC ID or with a valid photo/signature ID such as your license or passport. NO ID = NO TESTING
- All personal belongings will be put into a secure locker. Only materials authorized by your instructor will be allowed in the testing room (i.e. books, notes, calculator, etc.)
- The test center will provide scratch paper and pencils /pens.

***To schedule your test appointment, please follow the instructions below.***

- **OSD/DS Students:** Please schedule all your exams with the OSD/DS office located in the Donahue Building, Room 147, Tel: 413.552.2558 or 413.552.2417.  
Please notify your instructor of the date and time you have scheduled.
- **HCC Online Program Students:**
  - 1) Go to [hcc.edu/testing](http://hcc.edu/testing)
  - 2) Scroll down the page to HCC ONLINE PROGRAMS
  - 3) Read through the information page and select CLICK HERE TO SCHEDULE YOUR TEST APPOINTMENT
  - 4) Next page, #1 CHOOSE A GROUP – select HCC ONLINE PROGRAM EXAMS  
#2 CHOOSE AN EXAM – select your course title/section or, if your course is not listed, please select HCC ONLINE PROGRAM EXAMS
  - 5) From there, select your date and time, fill in your details and complete your registration
  - 6) The last page should read YOUR EXAMS HAVE BEEN SCHEDULED.
- **HCC Make-Up Exams:**
  - 1) Go to [hcc.edu/testing](http://hcc.edu/testing)
  - 2) Scroll down the page to HCC MAKE-UP EXAMS
  - 3) Read through the information page and select CLICK HERE TO SCHEDULE YOUR TEST APPOINTMENT
  - 4) Next page, #1 CHOOSE A GROUP – select HCC MAKE-UP EXAMS  
#2 CHOOSE AN EXAM – select HCC MAKE-UP EXAMS
  - 5) From there, select your date and time, fill in your details and complete your registration
  - 6) The last page should read YOUR EXAMS HAVE BEEN SCHEDULED.