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.