

This form is designed to make it easy to type information into it. After you are done email it to **HGTC-Testing@hgtc.edu**



## HGTC TEST COVER SHEET

Please check appropriate campus

Conway Testing Center ☐

Georgetown Testing Center ☐

Grand Strand Testing Center ☐

**Appointments must be made prior to every exam. Students MUST present a photo ID before testing!!!**  
Instructions are listed on the other side for the instructor to complete this form.

**Student/Instructor Information:**

**Student's Name:**

**Instructor's Name:**

**Course Name:**

**Instructor's Phone:**

**Date and Time of Exam:**

**Date Exam is to be taken:**

(if flexible, indicate by writing ANY, otherwise be specific)

**Time Exam is to be taken:**

(if flexible, indicate by writing ANY, otherwise be specific)

**Amount of time allowed:**

**Authorized Materials:**

Please Check Yes or No	Yes	No
Calculator (indicate type)		
Notes		
Books (Print or eBook)		
Formulas		
Scrap Paper		
Dictionary		
Must use Scantron form		
iPad/Laptop		

**Any additional instructions? Y N**  
**Please indicate in the box below**

Exam Delivery	Y	Exam Return	Y
Student Delivers to Testing Services in a Sealed Envelope		Student Delivers to Instructor in a Sealed Envelope	
Instructor Drops off to Testing Services		Instructor arranges Pick up at Testing Services	
Instructor Mails or e-mails (HGTC-Testing@hgtc.edu) to Testing Services		Campus mail return	
Instructor Faxes to Testing Services: Conway 843-349-7575 Georgetown 843-520-1444 Grand Strand 843-477-2119			

**Testing Services Does Not Deliver/Return Tests to Departments by Testing Staff Courier**

Exam Start Time\_\_\_\_\_ Exam End Time\_\_\_\_\_ Date Exam Taken\_\_\_\_\_

**ALL EXAMS NOT TAKEN/LEFT IN OUR FILES WILL BE SHREDDED AT THE END OF THE SEMESTER**

## General Information for Instructors

1. The Testing Center can accommodate any student who is unable to test in the classroom because of an accident, illness, or other excused absence from class.
2. Due to limited seating, the Testing Center cannot accommodate testing for entire classes at one time.
3. To have your tests administered in the Testing Center, bring your tests to the Testing Center, a Test Cover Sheet must be submitted with your test.
4. Testing is available in alternate formats for students requesting accommodations; however, the student is required to contact the Counselor for Students with Disabilities, Conway Campus or Coordinator of Student Services, Georgetown and Grand Strand Campuses before scheduling his or her test in the Testing Center.
5. Students are required to make an appointment 24 hours in advanced. All students will be asked for photo IDs when taking any tests in the Testing Center. If a student does not have a photo ID, instructor identification of the student is acceptable.
6. Please inform students that they should check the Testing Center posted hours and allow ample time to test. All tests will be collected, and students will be asked to leave the Testing Center at the scheduled closing time. Students will not be permitted to return at a later time to complete tests they started previously without written permission from the instructor.
7. You may fax tests to the Testing Centers. Make sure your original is clear and legible. Tiny print may not fax well. You may also email tests to [HGTC-testing@hgtc.edu](mailto:HGTC-testing@hgtc.edu).
8. Please inform students that children are not permitted in the Testing Center.

## How to Register For an Exam

- Access HGTC Testing Website: [www.hgtc.edu/testing](http://www.hgtc.edu/testing)
- Select desired campus
- Click on **Choose Exam** tab at top of page.
- Click the **blue arrow** next to the exam category you desire.
- Click **adds to cart** by the appropriate exam.
- Highlight the **date and time** from the drop-down box.
- Click **Add Exam and Continue to Cart**.  
<NOTE: *If you want to register for multiple exams during the registration process, click **Add Exam and Choose Another Exam** instead of step above.*
- *Security Warning (Click NO twice)*
- Read the required **Acknowledgment** and click the Acknowledge button.
- Click the "**here**" link if you are a **first time user**.
- Complete the **user-profile information**. Choose your own username and password. (This user ID and password is for making appointments only, (we recommend using your WaveNet login)).
- Click the **Submit** button.
- *Security Warning (Click NO twice)*
- Click the **Checkout** button.
- You will be asked to **re-enter username and password** for security purposes, this is also needed in order to move exam from cart and create your confirmation letter.
- Click **Register Now** button.
- Complete the payment processing screen if you are required to pay for the exam online.
- Click **Complete Purchase**.
- Upon a successful registration, you will receive an email confirmation verifying your registration. If you don't receive the email, please check your cart and/or spam folder.
- *Security Warning (Click NO twice)*

*Upon a successful transaction you will receive an immediate **email confirmation receipt**. You must have this receipt with you at the time of testing.*

***Appointments must be scheduled 24 hours in advance. The 24 hour window begins at the time you logon to schedule your appointment.***

### **Try This if You Can't Login**

- Click the Logout tab at the top of the screen.

If this doesn't work email [technical support](mailto:support@registerblast.com): support@registerblast.com.

