



TEST PROCTORING

Learning Support Services (LSS) provides free proctoring services for Haywood Community College students. The LSS provides **fee-based exam** proctoring services for **distant testers** in Haywood and surrounding counties, including students who are enrolled in distance learning courses at other colleges or individuals pursuing certification and diplomas.

TESTING

Exam Administration Hours

Exams are administered by appointment (Contact LSS Technician)

Hours:

Monday	9:00 a.m. – 4:00 p.m.
Tuesday	9:00 a.m. – 4:00 p.m.
Wednesday	12:00 p.m. – 7:00 p.m.
Thursday	9:00 a.m. – 4:00 p.m.
Friday	9:00 a.m. – 4:00 p.m.

Cost

\$25 per exam proctored

Payment

- 1) **PAY** at Cashier's Office
(if no prepayment)
Room 1545, Building 1500

- 2) **TEST** at LSS
(Room 338B, Building 300)

CONTACT US

Dawn Cusick

LSS Technician

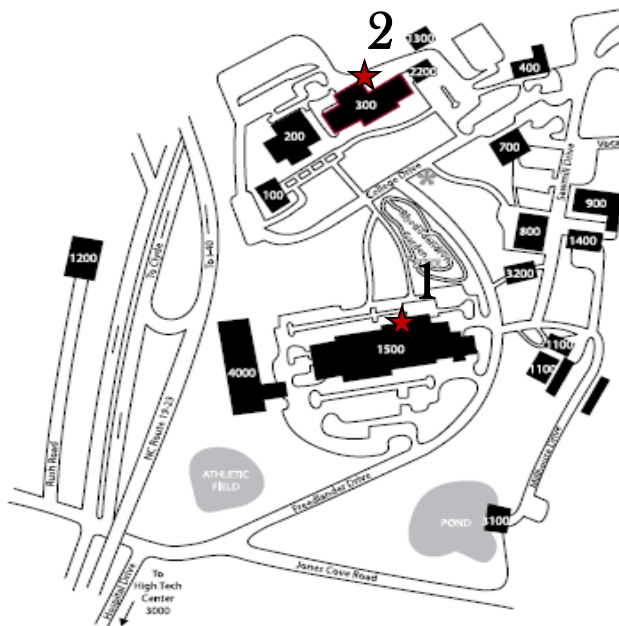
Room 338B, Building 300
HCC-learningsupport@haywood.edu
828-627-4696

Cashier

Institutional Cashier

Room 1545, Building 1500
828-565-4161

LOCATION



From Sylva, NC

1. Take Highway 23-74 East
2. Take exit 105 (Jones Cove Road)
3. Turn left
4. Turn right at next stop sign; HCC is on the left

From Asheville, NC

1. Take I-40 West.
2. Take exit 27 (Highway 19-23)
3. Take exit 107 (East Jones Cove Road)
4. Follow signs to Haywood Community College

PLEASE PRESENT THIS FORM AT TIME OF PAYMENT

LEARNING SUPPORT SERVICES