

University Center @ MCC

How to Schedule an Exam with the MCC Testing Center

01



At least **1 week** before the exam, notify your instructor of your intent to use the Testing Center, and coordinate an exam deadline.

NOTIFY YOUR INSTRUCTOR

02



Your instructor submits your exam to the Testing Center.

INSTRUCTOR SUBMITS FORM

03



Schedule a testing appointment by submitting an [exam registration form](#).

SCHEDULE YOUR EXAM

When scheduling online, select:

1. "Academic Exams"
2. "Course Exams"
3. The Term (e.g. Summer 2024)
4. "University Center Students"
5. "University Center Students- Course Exams"
6. [Review]
7. Date
8. Time
9. Personal information
10. Check the box and "Add to Cart"

MCC Testing Center Hours:

Monday-Friday, 8am-4:30pm*

*Closed on Fridays during June/July

Location

A245
8900 US Hwy 14
Crystal Lake, IL 60012

Questions about Scheduling/Proctoring?

testingcenter@mchenry.edu
815-455-8984

Questions about Accommodations?

disabilityresources@aurora.edu
630-844-5782