

e-Learning Course Information Sheet

Testing Center-Kilgore Campus 1100 Broadway Kilgore, TX 75662 Phone: 903.983.8215 Email: testing@kilgore.edu

Please complete this form for each course you teach and return to Testing Center on the Kilgore campus by the fifth (5th) class day of the semester.

ATTENTION: Please keep in mind your students will NOT be allowed to test until this form is submitted AND your test materials have been received in the Testing Center.

Please print:

Instructor Name:	Instructor email:
Course:	Instructor hone #:
Test Dates and/or deadline dates:	

Time limit: _____ (if no time limit indicated, students will receive 90 min. for regular and midterm exams and 2hrs. for final exams)

Test version: paper & pencil online/computer based

At the end of each testing period, tests will be: picked up returned campus mail

Authorized Supplemental Materials: Please put a (x) beside the appropriate item

- | | |
|--|---|
| <input type="checkbox"/> Scantron (100 question) no essay
<input type="checkbox"/> Scantron (100 question) w/essay
<input type="checkbox"/> Blue book
<input type="checkbox"/> Notes
<input type="checkbox"/> Scratch paper (provided by testing center)
<input type="checkbox"/> Graph paper | <input type="checkbox"/> Ruled paper
<input type="checkbox"/> Calculator (specify type; non graphing)
<input type="checkbox"/> Text book
<input type="checkbox"/> Blue book
<input type="checkbox"/> Other aids (specify ie. index cards, rulers, etc.) |
|--|---|

Special Testing Instructions: You may include passwords for online exams here if you wish.

Instructor Signature: _____ Date: _____