

Correspondence Test Proctor Request

Proctoring Guidelines:

1. Students must request services at least **1 week** prior to desired test date. Last minute requests will not be honored.
2. Students must indicate their course information including test deadline dates on this form.
3. Students must complete a separate form for each course each semester services are requested.
4. Students are required to schedule appointments at least **24** hours in advance of the desired test date and exams must be scheduled before 5pm Monday – Thursday.
5. Test materials must be on file with the testing center before an appointment can be made for testing.
6. A proctoring fee is assessed for each exam taken at this center
7. Students will only be allowed to use materials specified by instructor
8. Students should not bring children or other visitors to their testing appointments in consideration of others testing. Waiting areas will not be provided for such guests.
9. Students will not be allowed breaks during exams without a medical notice.
10. The Kilgore College testing center – Kilgore campus reserves the right to refuse services for any reason.

Section I. Please print:

Instructor Name: _____ Instructor email: _____

Course: _____ Instructor Phone # _____

Test Dates and/or deadline dates (*please include dates for all tests to be proctored*):

Section II. Student Verification:

I _____ understand that I must pay a proctoring fee (\$30) for **each** exam I take at the Kilgore College testing center located on the Kilgore campus. I agree to turn off completely my cell phone, pager or other alarm or ringing device upon arrival to the testing center and agree not to bring children or other guests to my testing appointment. I also understand that if I fail to do so, I will be immediately dismissed from the testing center. I further agree to abide by all of the Kilgore College testing center guidelines.

Signature_____
Date

Student Information: Please print

Student Name _____ Phone _____

Address _____

Email _____

The items listed below are not allowed in the Testing Center. If any of these items are brought to the center, they will be locked in lockers until the student has finished testing or must be returned to the student's vehicle.

- Calculators with QWERTY keypads, on cell phones and TI 89 or higher models
- Calculator watches
- Spell checkers
- Dictionaries (only paperback can be used w/ instructor permission)
- Language translators
- Slide rulers (unless approved by instructor)
- Backpacks
- Briefcases
- Cellular phones
- Sunglasses
- Communication devices
- Photographic or recording devices
- Highlighters (unless approved)
- Notes
- Textbooks (unless approved)
- Food or drink
- Additional paper/Scratch paper
- Electronic pagers
- Jackets
- Hats/wave caps
- Mechanical pencils
- Alarm devices (watches and pagers)
- Children or other guests

Warning:

Cellular devices are **STRICTLY** prohibited in the testing center and upon arrival to test, must be turned off **completely**. If a cellular or alarm device rings, vibrates or makes any distracting noise whatsoever, the student will be promptly dismissed and his/her test scores **WILL BE CANCELLED**.