

Distance Ed. Testing Services

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



Testing Hours

Monday - Thursday 8:00 am - 8:00 pm
Friday - NO TESTING

Office Hours

Monday - Thursday 7:45 am - 4:30 pm
Friday 7:45 am - 4:00 pm (no testing)

The Testing Center will proctor distance education exams according to the following guidelines:

Instructors

1. should contact the Testing Center Manager at the beginning of each semester regarding exams to be proctored in the center .
2. should complete and submit to the Testing Center the Distance Ed. Testing Information sheet listing exam dates and deadlines.
3. should send test material, passwords, and instructions before informing students to make an appointment to test since appointments will not be made until test material has been received in the center.
4. should send a copy of his/her course syllabus if not available on the distance ed. website.

Students

1. must scheduled an appointment to test at least one day (24 hrs.) in advance of desired testing time.
2. Know the **course name**, **test number** and **instructor** when scheduling an appointment
3. Pay required testing fees (if applicable) in advance to the Cashier's Office, located on the 1st floor of the Devall Student Center
4. present a valid photo id **each** visit to the center.
5. arrive on time for testing appointments. Students arriving more than 10 minutes late will have to reschedule their appointment.
6. must not bring visitors or children to the Testing Center during testing.
7. should not bring food, drinks or tobacco products to the Testing Center.
8. bring cellular or electronic devices to the Testing Center. If brought, cellular and electronic devices will be turned off and collected and stored in locker cabinets within the center.
9. take tests in the timeframe set by instructor.

The Testing Center

1. encourages instructors to collect exams on a regular basis. Otherwise, testing staff will return material by campus or postal mail to instructors.
2. will not allow a student to take a test past the posted deadline without direct approval from the instructor.
3. is open on Mondays - Thursday from 8am-8pm. Testing outside this schedule must be prearranged and approved by Testing Center Manager.
4. is not responsible for making additional copies of instructor exams. Instructors should supply ample copies of test material. Fees for additional copies will be billed to the appropriate department.
5. requires that students not enrolled directly through KC pay a proctoring fee for each test monitored in the center.
6. Strictly prohibits the use of cellular and electronic device. Prohibited items should not be brought to the center and will be collected and stored in locker cabinets in the center. Revised 05/07