

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 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 Phone # _____

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

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

- ___ Scantron (100 question) no essay
- ___ Scantron (100 question) w/essay
- ___ Blue book
- ___ Notes
- ___ Scratch Paper (provided by testing center)
- ___ Graph Paper
- ___ Ruled paper
- ___ Calculator (specify type; graphing or non graphing) _____
- ___ Text book
- ___ 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: _____

When completing the course information sheet, please keep the following in mind:

- Form needs to be completed on time to ensure that deadlines are posted to testing calendar
- Students cannot schedule appointments until test material is received
- Please print instructor information legibly
- Please indicate time limit for exam. Students will receive 90 minutes for all exams except the final that is timed at 2 hours
- Please specify any supplemental material to be brought or used by the student during testing. Only the items specified will be allowed unless testing staff is otherwise informed.