

# eLearning 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 (5<sup>th</sup>) 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: \_\_\_\_\_