



Center Hours

Monday - Thursday 8:00 am -8:00 pm (last testing time 6:15 pm)
Friday - 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 “eLearning. Course Information Sheet” listing exam dates and deadlines **for each course** by the end of the first week of class.
3. should send test material, passwords, and instructions; students are not allowed to schedule appointments 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
5. should supply ample copies of test material; additional copies will be charged to the appropriate departmental budget

Students:

1. must schedule an appointment to test at least one day (24 hrs.) in advance of desired testing time
2. must schedule exams timed at 2 hours by 5:45 pm and exams timed at 90 min. by 6:15 pm.
3. should know their course prefix & number, date and time for testing, test number and instructor's name when scheduling an appointment to test
4. should arrive on time for testing appointment. Students arriving more than 10 minutes late will be turned away.
5. should present a current/unexpired, recognizable photo id upon **each** visit to the center
6. will only be allowed to use items specified by the instructor during testing
7. **should not** bring visitors or children to the Testing Center during testing. Waiting areas are not available.
8. must turn off completely all cellular and electronic devices prior to testing. Students who violate this policy will be promptly dismissed from the testing center.

The Testing Center:

1. asks that instructors collect exams on a regular basis,
2. will not allow a student to take a test past the posted deadline without written permission from the instructor
3. is open Monday - Thursday from 8am-8pm with the last test starting at 6:15 pm. 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