



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; 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

Students

1. must schedule an appointment to test at least one day (24 hrs.) in advance of desired testing time
2. present a current, recognizable photo id **each** visit to the center
3. arrive on time for testing appointments. Students arriving more than 10 minutes late will have to reschedule their appointment.
4. must not bring visitors or children to the Testing Center during testing
5. should not bring scantrons, scratch paper etc.. unless otherwise specified by instructor

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 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