



EMPHASIS EXCELLENCE ★ 1935

Distance Education Course Information Sheet

Testing Center-Main 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.

Instructor Name: _____ Instructor email: _____

Course: _____ Instructor Phone # _____

Test Dates and/or deadline dates: _____

Authorized Supplemental Materials: Please put a (x) on the appropriate box

- Scantron (100 question)
- 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: _____