Guidelines for Make-up Exams Proctored in the Testing Center

The Testing Center will proctor make-up exams according to the following guidelines for an instructor who is unable to make other suitable arrangements for testing. Instructors should first attempt to accommodate students before referring them to the testing center to take an exam.

**Hours of Operation**

**Monday-Thursday:**
8:00 a.m. to 6:00 p.m. (last test starts at must be completed by 5:45pm)
**Friday:** 7:45 a.m. to 3:45 p.m. (No Testing available)
**Saturday-Sunday:** Closed

Special Note: All testing must be completed at least 15 minutes prior to closing time. Students should schedule their exams in accordance with this policy.

The Testing Center

- will not proctor make-up exams during registration, finals weeks, or on Fridays
- requests collection of exams immediately after your test deadline has ended
- will not proctor exams outside your specified deadline dates without written approval from the instructor
- is not responsible for making additional copies of instructor exams. Instructors must supply ample copies of test material. Fees for additional copies will be billed to the appropriate department.

Instructors

- should not request make-up exams during registration, finals weeks, or on Fridays
- should adhere to the Testing Center guidelines for proctoring make-up exams
- should contact the Testing Center Manager to set up make-up exams at least 2 days prior to desired test date for face-to-face course exams
- should send test material, passwords, and instructions at least two days in advance of test deadline; students are not allowed to schedule appointments until test material is received in the center.
- should not send passwords or test material to testing@kilgore.edu.

Students

- must schedule an appointment to test at least one day (24 hrs.) in advance of desired testing time
- should submit an appointment request online through AccessKC or in person
- must arrive on time for their testing appointment
- must bring a current, recognizable photo id card
- will only be allowed to use items specified by the instructor during testing
- **should not** bring visitors or children to the Testing Center during testing. Waiting areas are not provided.
- must power off completely all cellular and electronic devices prior to testing. Students who violate this policy will be promptly dismissed from the testing center.

Updated 1/20