Testing Center Important Dates & Deadlines

**Testing Center Hours**

Monday-Thursday: 8:00 a.m. to 6:00 p.m. (last test starts at 5:00 p.m. and must be completed by 5:45pm)
Friday: 7:45 a.m. to 3:45 p.m.
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.

**Testing Center Guidelines:**
- A testing appointment is required at least 24 hours prior to desired test date for most exams. See schedule for details.
- Payment of testing fees must be made to the Cashier’s office prior to scheduling an appointment. Testing fees are non-refundable.
- Appointments for eLearning exams should be made through the AccessKC portal.
- Valid, unexpired photo ID is required of all students (staff included) upon each visit.
- Testing appointments will not be scheduled until course material (including passwords) is received from the instructor.
- Children and other guests should not be brought to testing appointments and will not be provided with waiting areas.
- Students are strongly encouraged to visit the Testing Center Web page for prohibited items before arriving for their testing appointment.
- Students not enrolled through KC for VCT and correspondence courses will not be allowed to test during late registration and finals weeks.

**Fall 2019 Schedule**
- 8/19 Fall Convocation
- 8/20 Final Registration 8 am-6 pm
- 8/30 eLearning course information sheets due for first 8 week semester
- 8/29 Testing Center closed from 11:30am-1:30pm for KC Kickoff
- 9/2 Testing Center closed for Labor Day
- 10/15-16 Final exams for first 8 week courses
- 10/25 eLearning course information sheets due for second 8 week semester; Professional Development day
- 11/26 Testing Center closes at 4pm (last test starts at 2pm and must be completed by 3:45pm)
- 11/27-29 Testing Center closed for Thanksgiving holiday
- 12/11-12 Final exams for second 8 week courses
- 12/13-31 Testing Center closed for Christmas break

**Spring 2020 Schedule**
- 1/2 Testing Center closed
- 1/6 Spring convocation
- 1/7 Final Registration
- 1/20 Testing Center closed for Martin L. King Jr. holiday
- 1/17 eLearning course sheets due for spring semester
- 3/3-4 Final exams for first 8 week courses
- 3/9-13 Spring Break vacation- Testing Center closed
- 4/10 Testing Center closed for Good Friday holiday
- 4/13 Testing Center closed from 8am-1pm for mandatory training
- 5/6-7 Final exams for second 8 week courses
- 5/15 eLearning course information sheets due for mini/flex courses
- 5/25 Testing Center closed for Memorial Day holiday

**Summer 2020 Schedule**
- 6/5 eLearning course information sheets due for Summer I
- 6/29-7/2 eLearning finals weeks (no makeup exams or extensions allowed)
- 7/3 Testing Center closed for Independence Day holiday
- 7/10 eLearning course information sheets due for Summer II
- 8/3-8/6 eLearning finals weeks
- 8/6 Last day of testing for summer eLearning courses including VCT and Correspondence

**Special Note:** This schedule is tentative and may change at any time. Please comply with all dates and deadlines listed.

Updated 1/2020