



Testing Center Guidelines

1. Testing is by appointment only. **Appointments should be scheduled at least 24 hours in advance of desired test date.**
2. All cellular electronic or alarm devices are prohibited and must be turned off completely. Devices must not sound.
3. Food, drink, gum and tobacco products are not allowed in the testing center. Open containers or cups that cannot be sealed cannot be stored in locker cabinets.
4. **A current, unexpired, recognizable photo ID must be presented upon each visit to the center.**
5. Personal belongings must be placed into an empty locker (items that don't fit must be returned to your vehicle).
6. Testing staff is not responsible for items stored into the locker cabinets (students are encouraged to leave personal items in their vehicle).
7. **Children and other visitors are not allowed to wait in the testing area.**
8. Testing fees must be paid to the Kilgore College Cashier prior to scheduling and exam. Cashier's receipts are honored up to 90 days.
9. A Cashier's receipt or valid receipt number must be provided for all testing.
10. Students will use their nine-digit KC student ID number during the check-in process. An alternate number will be provided for non-KC students.
11. All testers are subject to the removal or inspection of headwear (scarves, burkas, turbans, caps etc.)
12. **All testing must be concluded at least 15 minutes prior to the closing of the center.**
13. Jackets and sweaters may be worn but not removed during testing. If removed, these items must be stored in a locker cabinet.
14. Only restroom breaks may be taken for most exams. Students may not talk to anyone other than testing staff during these breaks.
15. Students caught using prohibited items or engaging in prohibited behavior become subject to the center's disciplinary policy (available on our webpage).
16. **Testers who enter the testing lab wearing a mask must wear it the entire duration of his/her exam.** The mask must be worn correctly covering both mouth and nose.