



EMPHASIS EXCELLENCE ★ 1935

L O N G V I E W

Testing Center Information for Instructors

300 South High Street - Longview, TX 75601 - Phone: (903) 236-2051 - Email: longviewtesting@kilgore.edu

Instructional Testing Hours:

Mondays and Tuesdays:

4:30/5 p.m.-7 p.m.
7-9 p.m.

Wednesdays and Thursdays:

10:00 a.m. – 12:00 p.m.
12:00 p.m. -2:00 p.m.
4:30/5 p.m.-7 p.m.
7-9 p.m.

Instructors MUST observe the following guidelines when testing at KC-Longview:

- Complete and submit a “Request for Testing” form for each course.
 - List exam dates/deadlines
 - Specific instructions, materials, and passwords
 - If required, be clear on return of materials (pick up or campus mail)
 - If Internet Explorer is not the browser required for your exam, list the browser that is required.

- If we have not received your “Request for Testing” form, students will not be allowed to have tests proctored at the KC—Longview Testing Center. Students cannot make appointments for testing until the “Request for Testing” form is received by the Testing Center, and students must make appointments at least one day (24 hrs.) in advance of desired testing time. Therefore, **students will NOT be allowed to test on the same day that we receive the “Request for Testing” form.**

- Be advised that students must call (903) 236-2051 to arrange a testing appointment at least 24 hours in advance. Students are encouraged to call well in advance to ensure availability of testing appointments.

- Please be advised that there are only a certain number of appointments available per day and per session; therefore, it may be difficult for students to arrange a testing appointment if they are only allowed one day to test. Allowing students a testing window helps us arrange as many appointments for testing as possible.

Provide all test materials needed for exams

We will not print or make copies of any test. This is to ensure the security of the test. We will only use the test(s) provided for us.

If headphones are required for your test, please note this on the request form, so we can have a set ready for the student.

Please provide students with “Testing Center Information for Students.” This information pertains to KC—Longview testing guidelines.

Lastly, instructors please contact Dawn Wilson at (903) 236-2050 or dwilson@kilgore.edu with any questions or concerns, and she will do her best to accommodate the situation.