



EMPHASIS EXCELLENCE ★ 1935

LONGVIEW

Testing Center Information for Students

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.

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

- Call (903) 236-2051 to schedule an appointment at least one day (24 hours) in advance of desired testing time.
- Students must know (1) instructor's name, (2) course name and (3) course number when scheduling an appointment for testing.
- Bring a valid photo ID to the Testing Center. Students without proper identification will not be allowed to enter the Testing Center. **NO EXCEPTIONS.**
- Be on time for scheduled appointment. No student will be permitted into the Testing Center after the scheduled time.
- Only items specified by the instructor will be allowed during testing.
- Students are encouraged to bring **ONLY** a valid picture ID and allowed materials for instructional testing into the Testing Center.

All personal items brought into the Testing Center **must** be left in assigned locker at the entrance of the Testing Center. The Testing Center is not responsible for lost or stolen items.

- If a cellular phone must be brought into the Testing Center, it **MUST** be left in assigned locker and it **MUST** be turned off. Students who violate this policy will be promptly dismissed from the Testing Center.

Any violation of instructional testing procedures will stop your testing session and will be promptly reported to the instructor.

Food, drinks, gum, candy, fire arms, and tobacco products are not permitted in the testing center.