Testing Guidelines

• **40% rule** - Beginning Spring 2014 it was recommended by KC instruction that at least 40% of the grades for an online course be obtained in a proctored environment.

• **Exam Start Time** - All exams will start no later than 1 hour before closing and be completed 15 minutes prior to closing. (Ex: A student starting an exam at 7pm will have until 7:45 to complete his/her exam).

• **Testing Times** - Appointments will be scheduled on the hour and half hour only.

• **Appointment Policy** - Students must schedule appointments at least 1 day (24 hours) in advance.

• **Scheduling** - Instructors are asked to be flexible when creating exam deadlines. It is recommended that instructors schedule exams Mon-Wed; Tues-Thurs; Wed-Mon; Thurs-Tues; Mon-Mon; Tues-Tues, etc. Students **will not** be allowed to schedule a testing appointment until test material is provided to testing center.
Testing Guidelines continued

• Identification Requirements- All students must present a valid photo id upon each visit. KC ID cards must have the current semester’s sticker.

• KC Student ID number- Students should arrive with their KC student ID number.

• Visitors- Children and other guests should not be brought to testing appointments and will not be provided with waiting areas.
Instructors submit *eLearning Course Information Sheet* to testing center by the 5th class day of each semester. The form is available on the testing Web site at [www.kilgore.edu/testing/course informationsheet09.pdf](http://www.kilgore.edu/testing/course informationsheet09.pdf)

Instructor provides course material including passwords, special instructions and test deadlines to the testing center.

If the instructor does not provide sufficient copies of his/her exam, we will contact your dept. secretary and charge additional copies to your dept.

Students will not be allowed to schedule a testing appointment until material has been submitted to the Testing Center.
Testing Distance Ed Calendar

- Once the instructor’s Course Information Sheet is received in the Testing Center, we will check our calendar for conflicts with other scheduled testing events and inform the instructor.

  If there are no conflicts, we will place test deadlines on our office calendar.

- Instructors should make changes to course information by sending an email to either Brittney Stoker at bstoker@kilgore.edu or to Melonie Bonner at mbonner@kilgore.edu. **We ask that all changes be made in writing.**

- If the Course Information Sheet is not submitted at the beginning of the semester/deadline we will **NOT** be able to proctor exams for the course and the instructor will have to make alternate arrangements.
Step 2: Make an Appointment

• Students must make a testing appointment at least 24 hours (1 day) in advance.

• Students should schedule testing appointments by contacting the testing center using one of these methods:
  – Email – testing@kilgore.edu
  – Phone – 903-983-8215
  – Stop by- Testing Center-Devall Student Center 2nd floor

• Students must provide the following information when scheduling a testing appointment:

  Student’s Name: ______ Jane Doe ________
  Course Prefix & #: __Spch 1315________
  Instructors name: __Molly Smith________
  Date & Time: __August 21, 2014________
  Test number: __midterm______________
Step 3: Sign In for Testing

1. Students should arrive on time and provide a valid photo ID.

   According to the KC ID policy, all students are required to carry a valid photo ID at all times.

2. Students must sign-in using the electronic login/out system prior to testing.

3. Students must also turn off completely all cellular, electronic and alarm devices. Then place the item inside a locker cabinet.

4. Students must place all personal items (backpacks, purses, books, food items etc...) inside of a locker cabinet. Students may not store open containers in lockers.
Prohibited Items

- Calculators with QWERTY keypads, on cell phones and TI 89 or higher models
- Calculator watches
- Spell checkers
- Dictionaries (only paperback can be used with instructor permission)
- Language translators
- Slide rulers (unless approved by instructor)
- Backpacks
- Briefcases
- Cellular phones
- Sunglasses
- Communication devices
Prohibited Items continued

• Photographic or recording devices
• Highlighters (unless approved)
• Notes (unless approved)
• Textbooks (unless approved)
• Food or drink
• Additional paper/Scratch paper
• Electronic pagers
• Jackets (unless approved)
• Hats/wave caps
• Mechanical pencils
• Alarm devices (watches and pagers)
Step 4: During the Test

• Students **must** keep ID with them at all times during testing since it will be rechecked upon completion of the exam.

• Students should raise their hands to be dismissed and should not leave their seats.

• Students must sign out once he/she has been dismissed and collect any personal belongings that may be stored in the locker cabinets.

• Students **may not** take breaks during testing.

• Students **may not** use tools or software not specifically approved by the instructor or testing center.
Step 5: Sign Out

• Upon completion of an exam, a student’s ID is rechecked for security purposes.

• Students taking paper & pencil exams are required to write their instructor’s name, their name and the date at the top of the test.

• Scratch paper is collected (if allowed) and is returned to the instructor unless instructions to shred are provided.

• Students must sign out upon completion of their exams using the computerized login/out system.

• Questions concerning test results and grades should be directed to the instructor.
Test Irregularities

If a student experiences a problem or issue during testing, an irregularity report will be written and sent to the instructor informing him/her of the incident.

Common Student Irregularities include:

• Deadline for test has expired
• Invalid test items
• Not following directions
• Cellular device sounds
• Opening other software or tools
Disciplinary Policy

Students will be banned from using the testing center for any proctored testing for the duration of their attendance at KC and become subject to disciplinary action by the Vice President of Student Development for the following types of misconduct:

- **Impersonation**- taking an exam under another student’s name and/or using another student’s identification credentials in order to take an exam
- **Cheating**- using prohibited aids; copying, recording, emailing, texting, photographing or otherwise removing proprietary information from an exam; giving or receiving assistance during an exam
Disciplinary Policy continued

- **Theft**- removing a test (in whole or in part), answer document or scratch paper from the testing center without the knowledge or approval of testing center staff
- **Disruptive behavior**- disrupting a testing session with verbal or physical outbursts; threatening physical violence or verbally assaulting testing staff or other students

Testing center staff will follow these guidelines when a student has committed one of the above mentioned offenses:
- Immediately dismiss the student from the testing room and collect his/her test material
- Report prohibited behavior to the Testing Center Manager
Disciplinary Policy continued

• Document the time of the incident, student’s name and examination type
• The Testing Center Manager will inform the student of the center’s disciplinary policy and refer student to the Vice President of Student Development’s office.
• Submit a full report of the incident to the Director of Counseling & Testing and to the Vice President of Student Development
Testing Security

For security purposes, candidates may only enter the testing lab with his/her photo ID and required testing items (ie. Pencils, scantron, etc...) depending on the test to be taken.

The center is monitored by video surveillance and physical proctors. Violators will be promptly dismissed and will be subject to disciplinary action according to the Disciplinary Policy.
Important Dates

Deadline dates, days that the Testing Center is closed or closes early and holidays are posted on the center’s web page at www.kilgore.edu/testing.asp.

Students and faculty should refer to this document periodically during the semester.
Appointment Reminders for Students

- Contact the testing center at least 1 day in advance (24 hours) with your course prefix and number (Math 1314), Instructor’s name, the date and time you are requesting your appointment, and the test number (test #1, 2, midterm or final)
- Login to Campus Connect to retrieve your KC student ID number if you don’t know it prior to arriving for testing.
- Check your course site for items permitted for use on the exam such as scantrons, calculators etc. It is your responsibility to know what you need for testing. You will only be allowed to use items specified by your instructor.
- Bring a valid photo ID and your KC student ID number. KC ID cards must have the current semester’s sticker from the Police Dept.
- Arrive on time for your testing appointment. If you are running late, please contact the testing center. Students arriving more than 10 minutes late without prior notice will not be allowed to test.
Appointment Reminders for Students continued

- Students should not bring children, a spouse or other guests to their testing appointment in order to maintain a quiet and secure testing environment.
- Waiting areas will not be provided for guests of students testing.
- Students will be immediately dismissed from the center if his/her cellular or electronic device is not powered off completely.
- Students may not test outside the specified deadline without written permission from the instructor.
- Grades are available from the instructor.

KC – Longview
Students desiring to test on the Longview campus must contact them directly at (903)236-2051.
- Testing times for the Longview campus differ from those on the Kilgore campus
Reminders for Instructors

Provide your cell phone number on your course information sheet.

Submit your sheet on time. We will not accept sheets in the middle or at the end of the semester.

Post the testing center appointment policy on your course site and remind students to bring valid ID and their KC student ID number.

Post the testing center email (testing@kilgore.edu) and phone (903.983.8215) on your course site.
Contacting the Kilgore Testing Center

**Location:** 2nd floor Devall Student Center
Kilgore, Texas

**Phone:** 903-983-8215

**Email:** testing@kilgore.edu

**Web Page:** www.kilgore.edu/testing_distance_guide.asp