Correspondence/VCT Test Proctor Request

Proctoring Guidelines: Read Carefully

1. Students should submit this form at least **72 hours** prior to the desired test date to testing center and BEFORE asking the host institution to send the exam materials. **Last minute requests may not be honored.**
2. Students should indicate their course information including test dates on this form and must submit a separate form for each course each semester services are requested.
3. Appointments must be requested at least **24 hours** in advance of the desired test date once test materials have been received from your instructor. Test materials must be on file with the testing center before an appointment will be scheduled.
4. Exams must be scheduled Monday – Thursday only by 3pm. Students must complete exams by 5:45pm.
5. Correspondence and VCT exams for non-KC students will not be proctored during late registration periods or finals weeks. KC students will not be scheduled during late registration periods.
6. Non-KC students must pay the proctoring fee for each exam. Proof of payment (receipt or receipt number) must be provided when requesting a testing appointment.
7. Students will only be allowed to use materials specified by instructor.
8. Students should not bring children or other visitors to their testing appointments in consideration of others testing. Waiting areas will not be provided for such guests.
9. Students will not be allowed breaks during exams without a medical notice.
10. Completion of this form does not guarantee that the requested service will be provided.
11. Once this form is received, the Testing Center Manager will determine whether the requested exam can be proctored. If the exam can be proctored, the student will be contacted with instructions for scheduling a testing appointment.

Section I. Student Verification:

I ________________________ have read and agree to abide by ALL of the proctoring guidelines listed above. I understand that I must pay the proctoring fee ($30) for each exam I take at the Kilgore College testing center located on the Kilgore campus if I am not enrolled through KC. I understand that I must also provide proof of such payment prior to scheduling an appointment for testing. I agree to completely turn off my cellular and all other electronic communication devices upon arrival to the testing center and agree not to bring children or other guests to my testing appointment. I UNDERSTAND THAT IF I FAIL TO FOLLOW THESE GUIDELINES, I MAY BE REFUSED SERVICES AND MAY BE IMMEDIATELY DISMISSED FROM THE TESTING CENTER. I further agree to abide by all of the Kilgore College testing center guidelines and procedures.

Signature____________________________________________ Date__________________

Section II. Institution Information: Please print:

Instructor/Institution/Agency Name:________________________________________________________

Instructor/Institution/Agency email:________________________________________ Course:_________

Instructor Phone #________________________________ Course Type:  □Correspondence  □ VCT

Section III. Student Information: Please print

Student Name____________________________________ Phone________________________

Address________________________________________ City_________________________ State______ Zip_________

Email________________________________________ Requested test date(s)________________

Please return this form to the Kilgore Testing Center by email at testing@kilgore.edu or by fax at 903-988-3707.
The items listed below are not allowed in the Testing Center. If any of these items are brought to the center, they will be locked in lockers until the student has finished testing or must be returned to the student’s vehicle.

**Headwear for religious purposes, canes, crutches, medical equipment including hearing aids and other assistive devices will be inspected before a student will be seated for an exam.**

- Calculators with QWERTY keypads, on cell phones and TI 89 or higher models
- All Watches and smart rings
- Spell checkers
- Electronic Dictionaries (only paperback can be used with instructor approval)
- Language translators
- Slide rulers (unless approved by instructor)
- Backpacks, Briefcases and purses
- Caps, hats, head bands, sweat bands, head wraps (unless for religious purposes)
- Purses
- Scarves and gloves
- Mechanical and colored pencils
- Pens
- Highlighters
- Cellular phones, pagers, tablets and iPads
- Glasses case, eyeglass cords and lanyards
- Sunglasses
- Communication devices (SMART devices, Mp3 players, earbuds, wireless devices)

- Knives, pepper spray, mace
- Food, drink, candy and gum
- Tobacco products
- Headphones or Bluetooth devices
- Heavy overcoats
- Scratch paper
- Weapons (must be left in vehicle)
- Hair bands
- Fit Bit arm bands, athletic monitoring devices
- Bracelets
- Medical equipment such as scissors or scalpel
- Keys or key fobs
- Wallets
- Flash drives (USB)
- Cameras
- Chap stick, lip balm
- Cigarette lighters or matches
- Pets (service animals excluded)
- Tools

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