Correspondence Test Proctor Request
Testing Center-Kilgore Campus ● 1100 Broadway ● Kilgore, TX 75662 ● 903.983.8215 phone ● testing@kilgore.edu ● 903.988.3707 fax

Proctoring Guidelines:
1. Students must request services at least 48 hours prior to the desired test date. Last minute requests will not be honored.
2. Students must indicate their course information including test deadline dates on this form.
3. Students must complete a separate form for each course each semester services are requested.
4. Students are required to schedule appointments at least 24 hours in advance of the desired test date and exams must be scheduled before 5pm Monday - Thursday.
5. Test materials must be on file with the testing center before an appointment can be made for testing.
6. A proctoring fee is assessed for each exam taken at this center. Students must provide proof of payment prior to scheduling 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. The Kilgore College testing center - Kilgore campus reserves the right to refuse services for any reason.
11. Testing Center Manager will contact the instructor once this form is received to determine whether or not the requested exam will be proctored. Once confirmed, the student will be contacted to schedule a testing appointment.

Section I. Please print:
Instructor Name:______________________ Instructor email:______________________
Course:______________________________ Instructor Phone #:______________________
Test Dates and/or deadline dates (please include dates for all tests to be proctored):
_____________________________________________________________________________________

Section II. Student Verification:
I ______________________ have read and agree to abide by the proctoring guidelines above. I understand that I must pay a proctoring fee ($30) for each exam I take at the Kilgore College testing center located on the Kilgore campus and provide proof of such payment prior to scheduling an appointment for testing. I agree to turn off completely my cell phone, pager or other alarm or ringing device upon arrival to the testing center and agree not to bring children or other guests to my testing appointment. I ALSO UNDERSTAND THAT IF I FAIL TO DO SO, I WILL BE IMMEDIATELY DISMISSED FROM THE TESTING CENTER. I understand that if my cellular or electronic device sounds or is not completely powered off and I am dismissed from testing, I may not reschedule my exam for 10 business days. I further agree to abide by all of the Kilgore College testing center guidelines.

________________________________   ________________________
Signature        Date

Student Information: Please print
Student Name__________________________________ Phone________________________
Address_______________________________________________________________________
Email__________________________________________________________________________

Please email, fax or return this form in person to the Kilgore Testing Center. Contact is information listed above.

Revised 05/15
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.

- Calculators with QWERTY keypads, on cell phones and TI 89 or higher models
- Watches
- Spell checkers
- Dictionaries (only paperback can be used w/ instructor permission)
- Language translators
- Slide rulers (unless approved by instructor)
- Backpacks
- Briefcases
- Cellular phones
- Sunglasses
- Communication devices
- Photographic or recording devices
- Highlighters (unless approved)
- Notes
- Textbooks (unless approved)
- Food or drink
- Additional paper/Scratch paper
- Electronic pagers
- Jackets
- Hats/wave caps
- Mechanical pencils
- Alarm devices (watches and pagers)
- Children or other guests

**Warning:**
Cellular devices are STRICTLY prohibited in the testing center and upon arrival to test, must be turned off completely. If a cellular or electronic device sounds during testing, the student will be promptly dismissed and his/her test scores WILL BE CANCELLED.