



EMPHASIS EXCELLENCE ★ 1935

L O N G V I E W

Request for Instructional Testing

Kilgore College—Longview Testing Center Hours for Instructional Testing: 4:30 to 9:00 PM, Mondays through Thursdays; 10:00 AM and 12:00 PM Wednesdays and Thursdays

Testing available for students enrolled in online courses, hybrid courses and students who need make-up exams.

Instructors: Before students can make appointments for testing, the testing center must have this form in order to reserve a testing time. Students will not be allowed to make appointments for testing until this form is received. You may email the form to longviewtesting@kilgore.edu or send it to Longview Testing through campus mail. The “request” must be made and turned in to the office by the instructor 24 hours before students can sign up for a testing spot.

Instructors MUST supply ALL copies of exams needed.

- Students must call (903) 236-2051, 24 hrs before desired appointment time to schedule a test. Tests will be administered in two shifts in the daytime on Wednesdays and Thursdays at 10:00 AM to 12:00 PM and 12:00 PM to 2:00 PM; and two shifts in the evening Monday through Thursday at 4:30/5:00 to 7:00 PM and 7:00 to 9:00 PM. Students, who arrive after 10 minutes into a testing session, will not be admitted to the Testing Center.
- Students who need accommodations must make requests 48 hours in advance.

Instructor's name:		Instructor's e-mail:		Phone No. Daytime between 5 to 7:15 p.m. (Mon.-Thur.):	
Course & Section Number (i.e. ENGL 1301.W1):			Test Closes at (Time)		Maximum time allowed for test:
Date/s test is to be administered (i.e. March 29 to April 6):			Name of student(s) testing for make-up or number to be tested:		
After completion of testing dates, how do you want to receive your tests? <input type="checkbox"/> Personal pick-up at Main Office in Longview <input type="checkbox"/> Campus mail, Building: _____			Check all that apply: <input type="checkbox"/> computer required <input type="checkbox"/> paper test <input type="checkbox"/> name of browser required: _____		
Students must bring the following items to the Testing Center: <input type="checkbox"/> 1 - 100 question Scantron <input type="checkbox"/> 1 - 15 question Scantron <input type="checkbox"/> 1 - Scantron Mini Essay Book <input type="checkbox"/> 1 - Blue Book <input type="checkbox"/> Paper for essay questions. Number of sheets _____ <input type="checkbox"/> Scratch paper (provided by testing center) <input type="checkbox"/> Other. Please specify:					
Testing instructions: (Password)					