Enrollment at Kilgore College is considered implicit acceptance of the rules, regulations and guidelines governing student behavior promulgated by the college and the student is responsible for this information. As both the responsibility and authority for discipline at Kilgore College ultimately rests with the Board of Trustees, the President, acting in their behalf, has delegated authority to administer a fair and just disciplinary program to the Vice President of Student Development. Therefore, the Vice President of Student Development, acting on behalf of the President and the Board of Trustees, has authority to enforce all regulations approved and stated in college documents or otherwise.

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 and or Vice President of Instruction for the following types of misconduct:

1. Impersonation-taking an exam under another student’s name and/or using another student’s identification credentials in order to take an exam

2. Cheating-using prohibited aids, tools or software; copying, recording, emailing, texting, photographing or otherwise removing proprietary information from an exam; giving or receiving assistance during an exam

3. 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

4. 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:

1. Immediately dismiss the student from the testing room and collect their test material

2. Report prohibited behavior to the Testing Center Manager

3. Document the time of the incident, student’s name and examination type

4. Inform the student of the center’s disciplinary policy and refer student to the Vice President of Student Development’s office.

5. Submit a full report of the incident including evidence of the misconduct to the Director of Counseling and Testing and to the Vice President of Student Development

Special Notice
First Time Offenders may appeal to the Director of Counseling and Testing and/or the Testing Center Manager. If the appeal is approved, the student will be allowed limited and carefully monitored access to testing services with a written agreement between both parties stipulating that further instances of prohibited behavior will result in the termination of access to the services associated with the Kilgore testing center.

Updated 8/18
I _____________________________ have been found in violation of the Testing Center’s printed full name guidelines regarding _______________________.

offense

I understand that I may no longer be eligible to use the testing center for any proctored testing for the duration of my attendance at KC and may be subject to further disciplinary actions set forth by the Vice President of Student Development and or Vice President of Instruction.

_________________________________________  ______________________________
Student Signature                              Date

_________________________________________  ______________________________
Testing Staff Signature                         Date

_________________________________________  ______________________________
Witness Signature                              Date
I _____________________________ have been found in violation of the Testing Center’s printed name guidelines regarding _____________________ however; because this is my first offense, offense

I would like to express my right to appeal the right to continue testing in the Kilgore Testing Center. I understand that if my appeal is granted that I may no longer be eligible to use the testing center for any proctored exam for the duration of my attendance at KC. I also understand that I may be subject to further disciplinary actions set forth by the Vice President of Student Development and or Vice President of Instruction for future violations and prohibited behavior.

_________________________________  ______________________
Student Signature  Date

_________________________________  ______________________
Testing Manager Signature  Date

_________________________________  ______________________
Dir. Counseling & Testing Signature  Date