

## Testing Services Information for Examinees

### General Information

Testing Services is the central location for academic testing services and programs offered at Kishwaukee College. We are committed to providing a secure and professional testing environment for our students and community. We maintain and adhere to the standards of the National College Testing Association.

Testing services provides exam proctoring services for online courses, make-up exams for regular courses, and some accommodations for students with a documented disability. We also administer these exams: placement test, CLEP, Illinois Nurse Aide certification, GED, HiSET, MSSC Certified Production Technician, proficiency testing for foreign languages, Microsoft Office Specialist (MOS), TEAS, ASE Student Certification, ILTS testing, and proctoring services for other colleges/universities.

**Location:** Testing & Tutoring Services, A1300

**Phone Number:** (815) 825-9841

**E-mail:** Testing.Services@kishwaukeecollege.edu

**Fax:** (815) 825-9754

**Website:** www.kishwaukeecollege.edu/testingservices

Testing Services Hours (Fall/Spring Semesters)	
Monday	8 a.m. – 6 p.m.
Tuesday	8 a.m. – 6 p.m.
Wednesday	8 a.m. – 6 p.m.
Thursday	8 a.m. – 6 p.m.
Friday	8 a.m. – 4 p.m.
Hours vary during summer and academic breaks. Please call or check our website during breaks.	

### Guidelines for Examinees

- Photo identification is required for all testing.
- Snacks and drinks are not permitted in the testing areas.
- Children are not permitted in the testing areas and may not be left unattended anywhere on campus.
- Exams may not be started within ½ hour of closing and all exams must be completed by closing.
- For make-up testing, students must make arrangements with the instructor for the test to be delivered to Testing Services.
- Personal belongings (including, but not limited to cellphones, hats, lap tops, I-pods, purses) must be stored in a locker. Books & notes are only allowed if authorized by the instructor.
- Students must know the name of the course instructor and the course number.
- Most make-up, tele-course, or internet tests are administered on a walk-in basis; no appointment is needed.
- If computer use is permitted for exam completion, students may walk-in and computers will be available on a first-come, first-serve basis. It is strongly suggested that students do not wait until the last day of an exam, as computer availability may be limited if the class size is large.
- Use of personal laptops, disks, or drives is prohibited.
- All exams must be completed in one (1) sitting, unless otherwise specified by the instructor.
- It is the student's responsibility to complete exams by the date specified by the instructor.
- Students are encouraged to check email for instructor changes to the examination deadline or requirements prior to arrival at Testing Services.
- Homework/assignments will not be collected by Testing Services.
- Examinees suspected or confirmed of cheating or violating the Testing Services policies will be reported to the appropriate based on the Code of Student Conduct and Discipline. Written notification of the incident will be given to the instructor, the dean of that discipline, and the Dean of Student Services.

**Testing Services provides the following supplies:** scratch paper, lined paper, scantron answer sheets, pencils, noise reduction head phones, tissues, and a limited supply of basic calculators.