

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, MOS, TEAS, ASE Student Certification, ILTS testing, and proctoring services for other colleges.

Location: Testing & Tutoring Services, A1300

Phone Number: (815) 825-9841

E-mail: Testingservices@kish.edu

Fax: (815) 825-9754

Website: www.kish.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.
- For make-up testing, students must make arrangements with the instructor for the test to be delivered to Testing Services.
- Most make-up exams are administered on a walk-in basis; no appointment is needed. Students requesting the accommodation of a private room need to schedule at least 3 days prior to the appointment.
- Students must know the name of the instructor and the course number.
- 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.
- If computer use is permitted for exam completion, students may walk-in and computers will be available on a first-come, first-serve basis.
- Testing Services will not collect homework assignments.
- Personal belongings (including, but not limited to, cellphones, hats, laptops, I-pods, purses, watches) must be stored in a locker. Books & notes are only allowed if authorized by the instructor.
- Use of personal laptops, disks, or drives is prohibited.
- 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.
- Examinees suspected or confirmed of cheating or violating the Testing Services policies will be reported to the appropriate staff 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 Students.
- For the comfort of other examinees, please refrain from using strong-smelling perfumes, oils, or lotions.

Testing Services provides the following supplies: scratch paper, lined paper, pencils, noise reduction headphones, tissues, and a limited supply of TI30 calculators.