

Testing Services Information for Students

General Information

Mission Statement: Testing Services provides secure and professional academic testing for Kishwaukee students and community residents while adhering to all standards set forth by the National College Testing Association.

Exams: Testing Services provide exam proctoring services for online courses, make-up exams for regular classes, and some accommodations for students with documented disabilities. We also administer these exams: placement test, CLEP, Illinois Nurse Aide Competency Exam, GED, proficiency testing for foreign languages, Microsoft Office Specialist (MOS), TEAS, ASE Student Certification, and ILTS testing.

Location: Testing Services, C1203

Phone: (815) 825-9841

E-mail: Testingservices@kish.edu

Website: www.kish.edu/testing

Guidelines for Examinees

- Photo identification is required for all testing (Physical ID with first and last name. Pictures of IDs will not be accepted.)
- For make-up testing, students must arrange with the instructor for the test and proctoring form to be delivered to Testing Services prior to scheduling an appointment to test.
- Make-up exams are administered on an appointment basis. Students must schedule within 24 hours of the requested date and time.
- Students with a private room accommodation who wish to use it for their exam must schedule it within 24 hours of the requested date and time. (Accommodations outside of extended time and private room must be scheduled with Disability Services at 815-825-2931 or ds@kish.edu.)
- Students need to know the name of the instructor and the course number to schedule an exam in Testing Services.
- All exams need to be completed in one (1) sitting unless otherwise specified by the instructor.
- It is the student's responsibility to complete exams by the deadline 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.
- It is important that students inform instructors of their scheduled days and times for exams in order to make sure your test is available.
- Testing Services will not collect homework assignments. Students needing to turn in homework will be directed to the faculty member's mailbox on campus or the Office of Instruction.
- Personal belongings (including, but not limited to, cell phones, hats, laptops, I-pods, purses, and watches) must be stored in a locker. Books and notes are only allowed if authorized by the instructor. (If the instructor requests for notes to be collected, please only leave the required notes. Notebooks will not be accepted).
- Anything that can access the internet or any outside source is prohibited. This includes but is not limited to cell phones, laptops, tablets, Fitbits, apple watches, disks, or drives.
- 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.
- Students more than 15 minutes late for their scheduled appointment will be turned away. In the case of this occurring, students within the deadline time indicated on the proctor form will be allowed

to reschedule. If it is outside of the deadline, students will be encouraged to reach out to the instructor for the next steps. Please make sure you have everything you need and/or any bathroom breaks are completed before the scheduled time.

- Exams may not be scheduled within ½ hour of closing. All exams must be completed 10 minutes prior to 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. An Academic Dishonesty Form will be filled out following the incident. Disability Services will also be notified of the incident if the student receives accommodations.
- 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.