

DISTANCE LEARNING GUIDELINES FOR TESTING

Assessment Center Elizabethtown Community and Technical College

- All exams should be scheduled one week ahead of the exam date by contacting Danny Witten danny.witten@kctcs.edu, (270) 706-8641.
- Exams will be administered during Open Lab testing times.
- Students must come to the Assessment Center prepared to take the exam. This includes having all materials necessary for testing and having completed all online work necessary to access exams.
- It is the student's responsibility to make sure the Assessment Center has a copy of the exam and the rules for proctoring (exam length, where the completed exam is to be sent and any other special instructions). Students are advised to check with the Assessment Center the day before the exam to make sure this information has been received.
- Students taking online exams are responsible for verifying the exam is online before arriving at the Assessment Center.
- The Assessment Center will return completed exams to the designated faculty member.
- If ECTC is officially closed for any reason, testing will be cancelled for that day.
- Requests for accommodations must be made prior to the testing date and verified by the Disability Services Coordinator of the respective institution. Approved requests should be forwarded to the Assessment Center Director.