**Testing Procedure-**no exceptions!

Students arriving later than the scheduled time for class to begin will not be allowed to test.

Personal items (books, purses, backpacks, cell phones, pagers, etc.) must be placed on the floor or the cabinets at the rear of the room.

No food drinks, or cell phones are allowed.  Students who bring cell phones and other ringing or alarm devices must turn off the device COMPLETELY.

No communication is allowed during [testing](http://www.ekilgore.com/mod/page/view.php?id=15950) except with instructor by raising your hand only.

Grades will be made available to the student usually within a week’s time. Make-up tests must have prior instructor approval.