

Computer Competency Spring 2017

Test Information

Students must demonstrate computer competency in one of two ways:

- ❖ Earn a grade of C or higher in the approved computer competency course at Kilgore College.
- ❖ Achieve a score of 70 or higher on the KC Computer Competency Test. The test consists of both computer concepts and application usage.

Registration Procedures:

1. Pay the non-refundable \$35 fee to the Cashier's office at the Kilgore campus. Payments can be made in person with cash, money order or credit/debit card or by phone at 903-983-8108 with credit/debit card.
2. Submit registration form by and receipt from KC's Cashier office to the testing center at least 24 hours prior to the desired test date to schedule an appointment for testing. **You must pay testing fee prior to scheduling an appointment.**
3. Students must indicate which tests they want to take (refer to registration form).

Candidates must arrive on test day with a unexpired photo ID.

General Information:

- ❖ The exam is available Monday through Wednesday between the hours of 8:00 am and 4:00 pm by appointment. Walk-in testing is not allowed.
- ❖ Computer competency should be completed no later than completion of 24 semester credit hours.
- ❖ A student can select one of ten different exams depending on his/her knowledge.
- ❖ The exam is untimed but should not take more than 2 hours to complete.
- ❖ A score of 70 or higher is passing to indicate computer competency.
- ❖ Score reports are available immediately after testing.
- ❖ The exam is available at both the Kilgore and Longview Campuses. (This schedule is for the Kilgore campus only).

Retesting Policy:

- ❖ A student who scores between 60 and 69 may retest once after two weeks for an additional \$35 testing fee.

Approved Computer Competency Course

- ❖ BCIS 1305—Business Computer Information Systems

Transfers under Associate of Arts, Associate of Science, and Associate of Arts in Teaching

Computer Competency Spring 2017 Registration Form

Testing Center - Kilgore Campus ♦ 1100 Broadway ♦ Kilgore, TX 75662 ♦ Phone: 903-983-8215 ♦ Email: testing@kilgore.edu

You must pay the non-refundable testing fee to the Cashier's office, before you submit this form to the Testing Center.

Test Date: _____ Test Time: _____ Receipt Number: _____

First Name: _____ Middle Initial: _____ Last Name: _____

Address: _____

Daytime Phone Number: _____ KC Student ID: _____

Email (required): _____

Are you retesting? Yes No (If yes give last test date) _____

Are you requesting test accommodations? Yes No If yes, you must contact the Special Populations Office **BEFORE** submitting this form. _____

This exam has 100 questions. Every exam includes 60 questions over basic computer concepts, plus 40 questions over two applications chosen by candidate.

Please choose desired test:

<input type="checkbox"/> Computer Competency Exam – Access and Excel	<input type="checkbox"/> Computer Competency Exam – Access and Graphics
<input type="checkbox"/> Computer Competency Exam – Access and PowerPoint	<input type="checkbox"/> Computer Competency Exam – Access and Word
<input type="checkbox"/> Computer Competency Exam – Excel and Graphics	<input type="checkbox"/> Computer Competency Exam – Excel and PowerPoint
<input type="checkbox"/> Computer Competency Exam – Excel and Word	<input type="checkbox"/> Computer Competency Exam – PowerPoint and Graphics
<input type="checkbox"/> Computer Competency Exam – PowerPoint and Word	<input type="checkbox"/> Computer Competency Exam – Word and Graphics

Testing Guidelines:

I understand I must schedule an appointment for testing at least 24 hours in advance. Testing is available Monday through Wednesday between 8am-4pm. I must pay the \$35 exam fee each time the test is taken. I must provide a unexpired photo ID on test day. I understand that this fee is non-refundable and valid for 90 days from the payment date. I also understand that I must submit both the cashier's receipt and registration form at the same time to the testing center.

Score Cancellation Policy

I understand that cellular devices are STRICTLY prohibited in the testing center and that I must, upon arrival to test, turn off **completely** my cellular equipment. I further understand that my test scores **will be cancelled** and I will be promptly dismissed from testing center for failure to abide by this policy.

Candidate Behavior Statement

I agree to arrive at the testing center at least 15 minutes before my scheduled test with a valid form of photo id. I agree to cooperate fully with testing staff at all times and follow all instructions given. I agree to place all personal belongings into a locker. I will respect the privacy of others and their right to test under conditions conducive to success. I further understand and agree to comply with all testing center policies and procedures. I understand fully that I will be dismissed from the center if I fail to adhere to policies and/or procedures set forth by Testing Center-Kilgore Campus.

Signature: _____ **Date:** _____

Retesting Policy: If a candidate scores between 60 and 69, they may retake the test **ONCE** after a minimum of two weeks and must repay the \$35 testing fee

FOR TESTING OFFICE USE ONLY:

Assigned Email: _____ Staff Initials: _____