

**Kapi'olani Community College Testing Center**  
**FALL 2018 FINAL EXAM WEEK**  
**December 7 – 14, 2018**

## Hours of Operation

**Important:** "Last Check-In" time will be strictly enforced. NO EXCEPTIONS.

Please arrive to take your test BEFORE last check-in. Picture ID required for entry.

Day / Date	Open	Closed	Last Check-In
Friday, December 7	8:00 a.m.	3:30 p.m.	2:30 p.m.
Saturday, December 8	8:30 a.m.	3:30 p.m.	2:30 p.m.
Sunday, December 9	<b>Closed – No Testing</b>		
Monday, December 10	8:00 a.m.	8:00 p.m.	7:00 p.m.
Tuesday, December 11	8:00 a.m.	7:30 p.m.	6:30 p.m.
Wednesday, December 12	8:00 a.m.	6:30 p.m.	5:30 p.m.
Thursday, December 13	8:00 a.m.	6:30 p.m.	5:30 p.m.
Friday, December 14	8:00 a.m.	3:30 p.m.	2:30 p.m.
December 15, 2018 – January 1, 2019	<b>Closed – No Testing</b>		

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### Information for Instructors/Faculty

The Testing Center will implement a staggered finals testing schedule for Fall 2018 which we strongly encourage everyone to follow. The staggered schedule is set by disciplines and the goal is to spread the demand for services over the 6-day period. **Final exams given in class should adhere to the published schedule.**

Finals week will start Friday, December 7 through Friday, December 14. Classes can begin testing in the testing center on December 7. We will also be open on Saturday, December 8. Students should take their test early during the finals period and should not wait until the last possible day to test. **No make-up or regular semester exams are permitted during this time.**

<b>Disciplines</b>	<b>First date for testing</b>	<b>Last date for testing</b>
Accounting to Geophysics	Friday, December 7	Monday, December 10
Hawaiian to Mathematics	Friday, December 7	Tuesday, December 11
Medical Assisting to Psychology	Friday, December 7	Wednesday, December 12
Radiologic Technology to Theatre	Friday, December 7	Thursday, December 13
Friday December 14 – Open Day (Any/All Classes with last minute finals)		

**The Testing Center asks for your help in handling the testing rush during finals week. Faculty is asked to:**

1. Fill out proctoring forms correctly and completely. If your test is completely online, you may submit proctoring forms by e-mail to [kcctest@hawaii.edu](mailto:kcctest@hawaii.edu).
2. For Online Tests: Check your test settings to ensure your tests are available for students to take on the correct date(s) and time.
3. For Distance Education courses that use paper tests: Submit your proctoring form along with enough copies of the test. Do not put student names on the tests. Tests without names written on them make it easier for us to distribute.
4. For DSSO Test Requests: Complete the yellow DSSO form for students who need special accommodations and drop it off at least one (1) day in advance. Extra DSSO forms are available at the Testing Center.
5. Students can only take one test at a time. Students will not be permitted to check-in for another test until they completed their previous one.
6. Remind your students: Last check-in for a test is one hour before closing – there will be no exceptions.
7. Make up and regular semester exams must be completed by Thursday, December 6. Only final exams will be administered during finals week.

**The Testing Center will be closed for Winter Break December 15, 2018 – January 1, 2019.**  
**Please pick up completed exams by 3:30 p.m. Friday, December 14, 2018.**

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