



ASSESSMENT CENTER PROCTORING REQUESTS

The Davis Technical College (Davis Tech) can proctor computer or paper/pencil tests during our regular testing hours (detailed below). Listed below are the student and school requirements for proctored tests.

Student

- Provide a tentative testing date and time (per our testing hours) www.davistech.edu/assessmentcenter. Provide this document to your school. Ask them to submit a test proctor approval form if your school requires the Davis Tech to complete one.
- **On the day of the test:**
 - ✓ Pay the \$25.00 Proctoring Fee (on the day of testing)
 - ✓ Bring Photo ID on the day of testing
 - ✓ Check in at the Student Services desk (see attached campus map), pay the proctoring fee then bring the receipt to the Testing Center (located in the same area).

Student's School/Instructor

Send all testing information to the Davis Tech Proctor **at least 48 working hours** in advance of the test date to include:

- Test Name and duration
- Test Type: Computer, Paper/Pencil, timed/untimed, open book etc.
- Computer requirements (if online): Weblink, Access/Proctor codes, computer specifications (such as lockdown browser etc.)
- Allowable Materials: Scratch paper, calculator, books, reference notes etc.
- Any information that needs to be returned to the school after the test
- Any additional proctoring requirements
- Contact name and number in case of any questions or technical difficulties

Davis Tech Testing Supervisor/Proctor Information

Hayley Mitchell, Assessment Center Specialist

Davis Technical College

Testing and Assessment Center

550 East 300 South, Kaysville UT 84037

Tel: 801-593-2336 or 801-593-2361

E-mail: hayley.mitchell@davistech.edu or assessment@davistech.edu

Website: www.davistech.edu/assessmentcenter

TESTING HOURS

Day	Open	Last Tester Admitted
Monday	7:45 a.m.	2:30 p.m.
Tuesday	7:45 a.m.	4:30 p.m.
Wednesday	7:45 a.m.	11:30 a.m.
Thursday	7:45 a.m.	2:30 p.m.
Friday	CLOSED	

Closed on Public Holidays



DAVISTECH

DAVIS TECHNICAL COLLEGE

CAMPUS MAP

