



## ASSESSMENT CENTER PROCTORING REQUESTS

The Assessment Center at Davis Technical College (Davis Tech) can proctor computer or paper/pencil tests during our regular testing hours BY APPOINTMENT.

Student and school requirements for proctored tests are as follows:

### Student

- Contact the Assessment Center and provide a tentative testing date and time to determine availability. Call (801) 593-2210 or email [assessment@davistech.edu](mailto:assessment@davistech.edu)
- Provide this document to your school. Ask them to submit a test proctor approval form if your school requires one.
- Once the required information is received from the school, we will finalize your testing date.
- **A non-refundable \$25 Proctor fee is required at the time of scheduling. You may reschedule ONE time without penalty. Additional hourly fees may apply if the exam is longer than 4 hours. Please contact the Assessment Center to verify testing date/time and pay the proctor fee. Space is NOT reserved until payment is made.**
- **On the day of the test:**
  - ✓ Bring Government issued valid Photo ID
  - ✓ Check in at the Assessment desk. NO personal items are allowed in the testing room. Limit what you bring with you as items must fit in a locker.

### Student's School/Instructor

Send all testing information to [assessment@davistech.edu](mailto:assessment@davistech.edu) **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: For example: 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

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