

Dickinson Adult Learning Center

Proctoring Policies & Procedures

Thank you for choosing the Dickinson Adult Learning Center for your proctoring needs. Below you will find the necessary information to submit to your school or agency for approval. The DALC may not proctor a test unless approved by your institution. **Testing appointments are required.**

Proctor Names	Beth Hurt, Coordinator & Sarah Hoff, Test Administrator
Location	<i>Dickinson Adult Learning Center</i>
Mailing Address	444 4th Street West, Dickinson, ND 58601
Physical Address	402 4th Street West, Dickinson, ND 58601
Phone	701-456-0008
Fax	701-483-6563
Email	dickinsonalc@dpsnd.org
Website	http://dickinsonalc.com

DALC Proctoring hours are:

Monday	8:30am-Noon; 1:00-3:30pm
Tuesday	1:00-3:30pm
Wednesday	8:30am-Noon; 1:00-3:30pm
Thursday	8:30am-Noon; 1:00-3:30pm

Be advised that the DALC is closed the month of July as well as most holidays.

For monthly schedules, please check our website or stop by the Learning Center to pick up a copy.

- All proctoring appointments must be made at least 24 hours in advance.
Upon calling for an appointment, test-takers should be aware of the length of their test so as to ensure that test appointments do not extend beyond the hours of operation for the Learning Center.
- Students must be able to present a valid ID each time they test.
- Students requiring hard copies to be mailed to their instructor must arrive to the test appointment with the necessary pre-addressed envelopes and correct postage.
- Fees (local check or cash) must be paid at the time of the test appointment.

Proctor fees:

- \$15 per test appointment
- Tests that require scanning and emailing hard copies are an additional \$5 per test
- Individuals requiring a proctor 3 or more times in a semester may pay a one-time fee of \$40 per semester.

The DALC will provide use of computers, a printer, scratch paper, and writing utensils. Should your test permit the use of a calculator, the DALC can provide one for you. However, it is recommended to bring your own calculator so as to ensure it can perform the necessary functions.

The Learning Center is a public building that serves multiple students at a time. In an effort to provide as quiet an environment as possible for you, ear plugs are provided. Additionally, cell phones are prohibited; should you bring a phone with you, you will be asked to turn it off and place it in a locker or the phone basket for the duration of your test.

Dickinson Adult Learning Center
402 4th Street West
Dickinson, ND 58601

701-456-0008
<http://dickinsonalc.com>

Proctor—Student Info

Student Name			
Phone		Email	
Address			
School/Institution			

Course Title		Course Prefix	
Instructor Name		Instructor Email	
Instructor Phone		Instructor Fax	

Course Title		Course Prefix	
Instructor Name		Instructor Email	
Instructor Phone		Instructor Fax	

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Instructor Phone		Instructor Fax	

I have read and understand the Dickinson Adult Learning Center Proctor Policies & Procedures and agree to comply with the regulations therein. I understand that I must make my testing appointments at least 24 hours in advance with adequate time to complete said test within the regular hours of the DALC. I also understand that any proctoring fees are due before I can take my test(s).

Signature

Date