



2020-2021

## Dickinson Adult Learning Center Proctoring Policies and 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, Director; or Samantha Crotchett, Test Administrator
Location	Dickinson Adult Learning Center
Mailing Address	444 4 <sup>th</sup> Street West, Dickinson, ND 58601
Physical Address	402 4 <sup>th</sup> Street West, Dickinson, ND 58601
Phone Number	701-456-0008
Fax Number	701-483-6563
Email	dickinsonalc@dpsnd.org
Website	<a href="http://dickinsonalc.com">http://dickinsonalc.com</a>

### DALC Proctoring Hours:

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

*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 tests to ensure that test appointments do not extend beyond 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 to 5 times in a semester may pay a one-time fee of \$40 per semester
- Individuals requiring a proctor more than 6 times in a semester may pay a one-time fee on \$60 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 that you bring your own calculator to ensure that it can perform the necessary functions.*

*The Dickinson Adult Learning Center is a public building that serves multiple students at a time. In an effort to provide as quiet as 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.*

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Proctor – Student Info

<b>Student Name</b>			
<b>Phone</b>		<b>Email</b>	
<b>Address</b>			
<b>School/Institution</b>			

<b>Course Title</b>		<b>Course Prefix</b>	
<b>Instructor Name</b>		<b>Instructor Email</b>	
<b>Instructor Phone</b>		<b>Instructor Fax</b>	

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<b>Instructor Phone</b>		<b>Instructor Fax</b>	

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