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) listed below.
- Provide this document to your school. Ask them to submit a test proctor approval form (if your school requires a Proctor to complete one.)
- **On the day of the test:**
  - ✓ Pay the $25.00 Proctoring Fee
  - ✓ Bring Government issued valid Photo ID
  - ✓ Check in at the Student Services desk (see attached campus map), pay the proctoring fee then present the receipt to the Assessment 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: 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

Davis Tech Proctor Information
Hayley Mitchell, Assessment Center Specialist
Davis Technical College
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

ASSESSMENT HOURS FOR PROCTRED TESTS

Day	Open	Last Student Admitted*
Monday	8:00 a.m.	4:00 p.m.
Tuesday	8:00 a.m.	4:00 p.m.
Wednesday	8:00 a.m.	12:00 p.m.
Thursday	8:00 a.m.	4:00 p.m.
Friday	CLOSED	

*If your test is more than 2 hours long, you must arrive before this time.

Closed on Public Holidays

DAVISTECH

DAVIS TECHNICAL COLLEGE

CAMPUS MAP

Main Campus Second Floor

Facilities/Risk Mgmt. RM 2036 / RM 2034
Career Path High RM 2031-2034
Radiology Practical Technician RM 2032
Pharmacy Technician Class RM 2024
Pharmacy Technician Lab RM 2020
Business Administrative Services RM 2009
Career Path High Office RM 2025
Academic Development RM 2017
Academic Development RM 2020
ECE Lab RM 2007
Business Administrative Services RM 2005
Nurse Assistant (CNA) RM 2002
2002B CNA Testing
Nurse Assistant (CNA) Mountain High RM 2004
Health Information Technician RM 2006
Surgical Technology Class RM 2016
Surgical Technology Lab RM 2016
Stairs

300 SOUTH

P5
P4
P6
P3
P2
P1

Plumbing and Electrician Apprentice RM 1051

Motor Sports Technician RM 1007

Main Campus First Floor

Composite Materials Technology RM 1059

Automotive Technology RM 1061

Elevator
Stairs

Nail Technician RM 1003

Heating & Air Conditioning RM 1013

Print & Media Center RM 1013C

Welding Technology RM 1037

Salon & Spa RM 1001
Cosmetology RM 1011
Cosmetology RM 1025
Esthetician RM 1002
Esthetician RM 1004/ RM 1006

Stairs

CCulinary ARs/ Corner Cafe RM 1065

Diesel/ Heavy Duty Technology RM 105

CNC Machining Lab RM 117
CNC Machining Class RM 119
RM 115
RM 101
RM 107
RM 109

Digital Media Design RM 104
Cybersecurity Software Development RM 110/114
ECE Lab RM 116
RM 122
Architectural & Engineering Design RM 134

Barlow Building
B3

Job Seeking Skills/ Workplace Relations RM 1010

Veterans Center RM 1012

Training Division RM 1014

Student Services/ Testing Center RM 1018

Use this Entrance

Placement Services RM 1067
IT Division RM 1073
Human Resources RM 1081
Foundation RM 1083

Board Room RM 1022
Vice Presidents Office RM 1024
President's Office RM 1087
Student Commons

Main Campus Building
B1

Practical Nurse RM 1099
1115
1097
1111
Practical Nurse Lab RM 1117

Book Store RM 1091

Simmons Building
B2

Utah Nursing Assistant Registry (UNAR)

Business Resource Center

450 SIMMONS WAY

Practical Nurse RM 1092/ 1094
Medical Assistant RM 1102 & 1104

Dental Assisting RM 1114 & 1116

P3 P4 P5 P6
P7

500 SOUTH

Legend:
- **P** Parking
- **B** Building
- **R** Restroom
- **E** Entrance
- ★ CNA Skills Testing

- School of Business & Information Technology
- School of Construction
- School of Health Professions
- School of Manufacturing
- School of Service Professions
- School of Transportation

DAVIS TECHNICAL COLLEGE | 550 E. 300 S. Kaysville, UT 84037 | davistech.edu | 801.593.2500