



Distance Proctoring – Student Agreement Form

(All fields on this form must be completed)

Name: _____ School attending: _____

Phone: _____ Email Address: _____

Semester: ☐ Fall ☐ Spring ☐ Summer Campus to be proctored at: ☐ Cambridge ☐ Coon Rapids

Course Name: _____

Instructor's Name: _____

Instructor's Phone #: _____

Instructor's Email: _____

Signature: _____

Steps for you to follow:

1. Email back this completed form to: testingservices@anokaramsey.edu
2. Contact your instructor/school to let them know you are designating ARCC as your proctoring facility.
3. Once you have completed your college's approval process, contact ARCC's Testing Center a minimum of 3 days in advance to schedule exams. The proctor will contact you via email with either a confirmation of appointment or notification of changes to the appointment that you requested.
4. Your instructor/school is required to email testingservices@anokaramsey.edu all exam information.
5. Contact ARCC Testing 1-2 days prior to testing to verify that all exam documents have been received.
6. A \$35 proctor fee applies per test session to all Non-MnSCU school students. Proctor fees must be paid in person to the ARCC Business Office during regular business hours, which are M-F (8am-4:30pm), prior to exam.
Let us know if you cannot pay during business hours
7. A copy of the receipt is required before you begin the exam for Non-MnSCU school students.
 - Testing Center hours are subject to change and vary between campuses – (See hours below)
 - Testing Center policy requires that you bring a Picture ID every time you test.
(Driver's License, State ID, Passport, etc.)
 - Personal belongings are not allowed in the testing room during your exam & will be in a secured location while testing. (Examples: cellphones, other electronic devices, purses, backpacks, etc.)

Coon Rapids - SC150 (Door 1 - College Services Bldg): Regular Business Hours (Break hours are different):

Proctors: Sheri Christensen & Eleanor Brandt
11200 Mississippi Blvd NW
Coon Rapids MN 55433
(763) 433-1180

Monday-Thursday (8am to 6pm) - Sign-in ends at 6 pm & Exams must be completed by 8pm
Fri (8am to 11am) Sign in ends at 9pm & Exams must be completed by 11am

Cambridge - D208A (D Building):

Proctor: JoAnn Koosmann
300 Spirit River Dr S
Cambridge MN 55008
(763) 433-1980

Monday, Tuesday, Thursday (8am to 11am) & (1pm to 4:30pm)
Exams must be completed by 11am & 4:30pm
Wednesday (11am to 3pm) & (4:30pm to 8:00pm)
Exams must be completed by 8pm
Friday (8am-11am) - Exams completed by 11am

Email: testingservices@anokaramsey.edu