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’ve 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): Business Hours:
11200 Mississippi Blvd NW
Coon Rapids MN 55433
Please call 763-433-1180 for Coon Rapids scheduling hours

Cambridge - D208A (D Building): Business Hours:
300 Spirit River Dr S
Cambridge MN 55008
(763) 433-1980
Email: testingservices@anokaramsey.edu

Please call 763-433-1980 for Cambridge scheduling hours