



### **Disability Services**

4400 University Drive, MS 5C9, Fairfax, Virginia 22030  
Student Union Building I (SUB I), Suite 2500  
Phone: 703-993-2474; Fax: 703-993-4306  
Email: [ods@gmu.edu](mailto:ods@gmu.edu)  
Website: <http://ds.gmu.edu>

### **Disability Services – Test Proctoring Policy**

1. It is the student's responsibility to meet with each instructor each semester to discuss disability-related and testing accommodations needs in the course as outlined in individual Faculty Contact Sheets. Disability Services does not automatically inform faculty members and instructors that a student with accommodations will be in their class.
  2. Students registered with Disability Services have access to the Disability Services Testing Center. If an instructor is able to administer an exam and can arrange the approved accommodations, then the student can choose to take the test with the instructor or use the Disability Services Testing Center. Disability Services does not need to be informed about these exam arrangements if the instructor is proctoring and providing approved accommodations.
  3. A Test Proctoring Form must be completed by the student and instructor for each specific test if the student will take that test with Disability Services. Students are responsible for ensuring that the Disability Services Testing Center receives a completed Test Proctoring Form prior to the day of the test or exam. Failure to deliver a completed Test Proctoring Form on time may result in a delay or the need to reschedule a test. For tests at the Sci Tech campus testing forms must be turned in at least one (1) week in advance or the test may need to be rescheduled.
  4. Disability Services recommends submitting your completed Test Proctoring Form a minimum of 24 hours prior to an exam, quiz, or test. If you have a last-minute change or day-of request, the student may need to reschedule their exam, quiz, or test depending on the nature of your accommodation. The Disability Services Testing Center does not have scribes, readers, interpreters, or assistive technology services on "standby" and does require time to coordinate.
  5. If a student requests to take an exam at a different time/day than what is noted on the completed Test Proctoring Form, then Disability Services will need direct communication (e.g., email, phone) from the instructor of the new approved date/time of the test. It is the student's responsibility to coordinate the exam reschedule.
  6. Test materials can be delivered to Disability Services in one of four ways and this information should also be noted on the completed Test Proctoring Form:
    - Test will be hand-delivered by instructor to SUB 1, Room 3313 24 hours in advance of scheduled test
    - Test will be emailed to [dstests@gmu.edu](mailto:dstests@gmu.edu) 24 hours in advance of scheduled test
    - Student obtains test from instructor the day of the exam and physically brings the test with them.
    - If test is in Blackboard and we need a password or any documents it should be emailed to [dstests@gmu.edu](mailto:dstests@gmu.edu) 24 hours in advance of scheduled test
- Disability Services recommends that instructors provide the test in a sealed envelope. Students are encouraged to remind instructors about test delivery option as the testing date approaches. Disability Services also assumes responsibility for security of the test once it is delivered.
7. The Disability Services Testing Center is available Monday through Friday, 9:00am-4:45pm. The Testing Center is open until 8:45pm on Tuesdays during the spring and fall semesters. During the summer and winter intersession, the Testing Center is open Monday through Friday 9am to 4:45pm. Extended hours are also available during final exams and these hours will be posted in advance on the Disability Services website (<http://ds.gmu.edu>), communicated via the Disability Services listserv, and posted on signs in and around the Testing Center. Students are encouraged to check the final exam schedule available on the Registrar's website.
  8. Exams that need to be converted (e.g., large print, braille, scanned into computer) must be received by Disability Services with enough time to ensure Assistive Technology has ample time for conversion. Students should communicate with instructors early and often in order to ensure that testing materials are submitted with enough time for conversion.
  9. Students must show photo ID (e.g., Mason ID Card, Driver's License) when checking in to the Disability Services Testing Center. Disability Services staff will determine an appropriate location for each student within the Testing Center once check-in is completed.

10. Approved accommodations specified on the Faculty Contact Sheet for the current semester will be granted during the test.
11. Tests will be given at the scheduled date and time as indicated on the completed Test Proctoring Form. Instructors will be notified of any late arrivals. If a student is more than fifteen (15) minutes late, the exam is considered a 'no show' and the instructor will be notified. If a student shows up late, (less than 15 minutes) they will forfeit the time and be allowed to begin with the end time remaining the same. It is the student's responsibility to contact the instructor about options to reschedule and to ensure that the Disability Services Testing Center is provided with updated information if the test is successfully rescheduled.
12. Students are responsible for their own personal test materials. Disability Services does not supply test materials. If a student forgets any personal test materials (e.g., calculator, bluebook, Scantron), they will be allowed to leave and retrieve any materials prior to starting the test. The start time as indicated on the Test Proctoring Form will not change. Upon return, students will have the remainder of the allotted time. All papers/materials used during the exam will be collected along with the exam.
13. Students are encouraged to arrive at the Disability Services Testing Center 10-15 minutes prior to the start of the test to complete the check-in process. Students will need to leave the following with Disability Services staff: academic materials (e.g., textbooks, articles), laptops, tablets, any electronic device that sends/receives data (e.g., smartphone, smart watch, Fitbit). These devices will be kept in a secure location. Disability Services is not responsible for any damage or loss.
14. Contact your instructor and the Disability Services Testing Center immediately if you are unable to take a test due to illness or emergency. Students are responsible for coordinating makeup and rescheduled tests with instructors.
15. Notify the Disability Services Testing Center if you will no longer need to take your test in that location after submitting a completed Test Proctoring Form.
16. Students who have accommodations for breaks during testing should take note of the Disability Services Testing Center Hours in order to access their breaks appropriately. Student's must stay on the same floor as the testing center, unless they get permission to do otherwise.
  - a. For example: If a student has access to one 5-minute break per hour of testing, and has 3 hours to take a test, they would need to schedule their test to begin no later than 1:30pm. This ensures that the student has 3 full hours to test plus 15 minutes total for breaks if needed (i.e., three 5-minute breaks).
17. Disability Services will not clarify or answer any content-related questions during a test. Students should notify Disability Services Staff or an available proctor if they have a question during a test. Disability Services staff will contact the instructor by phone or email. Disability Services staff can also be available to accompany students to the instructor's campus location so that the student can speak to the professor directly to ask a question. Disability Services cannot guarantee that an instructor will be available while taking a test in the testing center. If an instructor is unavailable, students are encouraged to continue the test and to write their question down. Any written questions will be included with testing materials sent back to the instructor following the test.
18. Disability Services staff and proctors may come into any and all testing locations at any time. Scribes and readers that are necessary related to approved accommodations may accompany a student into testing locations. Personal care attendants may also accompany a student into a testing location to assist only with activities of daily living (e.g., assistance to the restroom, removing a jacket) and may not be present while the student is actively completing the test.
19. Use of materials or resources not listed on the Test Proctoring Form (e.g., Internet, text messaging, notecard) is strictly prohibited. Any actual or suspected incident/evidence of improper test-taking or Honor Code violation will be documented by Disability Services staff or proctor. These will be reported to the Office of Academic Integrity and to the instructor.
20. If an instructor issues pop quizzes in class, contact the Disability Services Testing Center at [dstests@gmu.edu](mailto:dstests@gmu.edu). Disability Services staff will work with the student and instructor to accommodate pop quizzes on a case-by-case basis.
21. I understand that accommodations are not retroactive and start the time my professor receives the Faculty Contact Sheet. Additionally if I want to take a test in the Disability Services Testing Center, I need to notify my professor prior to the date of the exam.
22. A reader is defined as someone who reads the content of the material aloud to the student. A scribe is defined as someone who writes down or indicates the student's answers exactly as dictated.

I have read and agree to comply with all Disability Services Testing Center policies and procedures.

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Name (Print)

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Signature

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Date