
Office of Disability Services – Exam Proctoring Policy

1. It is the student's responsibility to meet with each instructor at the beginning of each semester to discuss the disability-related needs in the course - including appropriate testing accommodations, as outlined in the Faculty Contact Sheet.; Disability Services does not automatically inform faculty that the student will be in their class.
2. If the instructor prefers to administer the exam and can arrange the proper accommodations, the student makes the arrangements directly with the instructor. Disability Services does not need to be informed about these exam arrangements.
3. If it is decided, after talking with the instructor, that the student should take the exam at Disability Services, a Test Proctoring Form should be completed by the student and instructor for each specific exam. **It is the student's responsibility that Disability Services receives the completed Test Proctoring Form (by the student and the professor) prior to the test.**
4. Failure to deliver the completed Test Proctoring Form on time may result in a delay or reschedule of the test. Disability Services will work with the student and instructor to accommodate the test.
5. If the student initiates a request to take an exam at a time/day different than the time previously arranged, Disability Services needs direct communication from the professor of the new approved date & time of the test.
6. In case the exam will not be delivered by the student in a sealed envelope, the instructor is requested to deliver the exam to Disability Services 24 hours prior to the testing date and time, either by email or hand delivery to our office. Exam delivery should be specified on the Test Proctoring Form. The student is encouraged to remind the professor of the need to deliver the test before the exam date. Disability Services assumes responsibility for security of the exam.
7. During each semester, the Disability Services testing center and exam rooms are available Monday, Wednesday, Thursday and Friday from 9 AM until 4:45PM and Tuesday from 9 AM until 8:45PM, with the exception of final exams. Availability during finals will be posted in advance on the Disability Services website, <http://ds.gmu.edu> as well as communicated via Disability Service listserv email to student's GMU email account. Please review the university's final exam schedule to determine when your exams are scheduled to take place.
8. Exams that need to be converted to large print, braille, or scanned into a computer must be received by Disability Services early enough to ensure adequate time for conversion. Please communicate with professors the need for these documents to be submitted early.
9. All students need to show photo ID when checking in to take an exam with Disability Services.
10. Faculty instructions on the Test Proctoring Form will be reviewed with you before the exam begins. *You will be held responsible for following these instructions at all times.*
11. Only accommodations specified on the Disability Services issued Faculty Contact Sheet for the current semester will be granted during the exam.
12. Students are not permitted to choose their exam room and seating area. Disability Services cannot guarantee a specific test room.
13. Students are responsible for their own personal exam materials. If you forget your personal exam materials (such as calculator, bluebook or Scantron) and you leave to retrieve them, when you return you will only be given the remainder of your allotted time. *Disability Services will not supply exam materials*

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14. Exams will be given at the appointed date and time. Students who are late will forfeit the time (unless otherwise noted through accommodations) they miss and only be offered the scheduled time remaining. Faculty will be notified of the omission. If a student is more than twenty (20) minutes late, the exam is considered a ‘no show’ and the instructor will be notified. It will be up to the student to contact the instructor regarding any options for rescheduling. Once the reschedule is arranged Disability Services needs notice from the instructor of the new date and time for the exam.
15. The student should arrive at Disability Services 10-15 minutes prior to the start of the exam.
16. If you are unable to take an exam due to illness or emergency, contact your instructor and Disability Services immediately. You are responsible for coordinating the makeup of any missed exam or quiz with your instructor.
17. If for any reason you have decided not to take your exam at Disability Services after completing and returning the Test Proctoring Form, you are responsible for notifying our office. This also applies if you have dropped a course but have handed in Test Proctoring Forms.
18. Students who have break accommodations are asked to schedule exams to ensure access to their breaks prior to the office’s closing time. For example: If a student has access to a 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, thus allowing 3 full hours to test, plus 15 minutes total for breaks if needed. If the disability related break needs to be longer than the 15 minutes, the student will need to see a Disability Services Specialist to determine a course of action.
19. If during an exam the student has any questions about the test or instructions, the student should notify Disability Services Staff or available proctor. At which point Disability Services staff will reach out to the instructor by phone or email. Disability Services cannot ensure successful contact with the professor via phone or email; however, the student is advised to continue with the test and include a written explanation about the problem so it will be brought to the attention of the instructor. If necessary Disability Services staff will accompany the student to the instructor’s campus location so the student can speak to the professor directly to resolve concerns. **Disability Services will not clarify questions a student has about the test or any items on the test.**
20. A staff member from Disability Services or assigned proctor may come into the testing room at any time to monitor the instructor's guidelines for the exam.
21. Other than the testing student, the only individuals permitted in the testing room are Disability Services provided scribes and aides.
22. Only instructor approved items and Disability Services issued approved accommodations (as published on the Faculty Contact Sheets that the student has provided to the instructor) are allowed in the testing room/center. Non-permitted items, including all communication devices, can be stored in the Disability Services Testing Office. Disability Services will not be responsible for any damage or loss.
23. Use of the internet/intranet other than mentioned on the Test Proctoring Form is strictly prohibited.
24. Any actual or suspected incident/evidence of improper test-taking or violation will be documented by Disability Services staff or proctor. Suspected violations will be seen as an Honor Code violation and reported to the Office of Academic Integrity and to the instructor.
25. Pop Quizzes. If an instructor issues pop-quizzes in class, contact Disability Services Testing Center at dstests@gmu.edu and staff will work with the student and instructor to accommodate the pop-quizzes on a case by case basis.

I have read and agreed to comply with all ODS test policies and procedures for exam proctoring

Signature

Date

