



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

Virtual Proctoring Policies and Procedures

Disability Services has developed the following policies and procedures for virtual proctoring of tests/exams/quizzes. For full Testing Center Policies and Procedures, visit our website at <https://ds.gmu.edu/forms/>.

- 1) Students will be asked to show their George Mason ID card prior to beginning the test/exam/quiz.
- 2) To ensure the integrity of the test/exam/quiz, students will keep their webcam and microphone turned on in addition to using the screen-sharing feature of the proctoring platform.
- 3) All virtual proctoring sessions will be recorded. Disability Services will maintain a copy of these recordings in a secure file location. Professors may request access to the recordings by contacting Testing Center staff at dstests@gmu.edu, if needed.
- 4) Professors may request to have Testing Center staff use a screen-share feature to display the test/quiz/exam to the student and then submit the completed assessment on the student's behalf.
- 5) Tests/quizzes/exams that take place via Blackboard will require the student to share their screen with the virtual proctor and submit the assessment themselves upon completion.
- 6) If a student has access to take breaks as an accommodation during the test/quiz/exam, the virtual proctor will close the assessment window until the student returns. Recordings will continue during any breaks.