



Disability Services
Student Union Building I (SUB I)
4400 University Drive, MS 5C9, Fairfax, Virginia 22030
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Disability Testing Center Policies and Procedures Addendum

For full Testing Center Policies and Procedures, visit our website at the [Policies and Procedures](#) page.

- 1) The testing center will operate at a limited capacity during the Spring 2021 semester. All students registered with Disability Services who are enrolled in on campus classes will have access to the testing center, by appointment only. Students who are in entirely online classes will be looked at on a case-by-case basis for testing center use and Disability Services will work with the student and professor to ensure accommodations are being met remotely.

Disability Services Testing Center staff can assist in facilitating such arrangements and ensuring accommodations are appropriately met.

- 2) Test Proctoring Forms are to be submitted at least 48 business hours prior to any test/exam/quiz taken in the Testing Center (electronic submissions are encouraged). Testing Center staff should be notified at least 24 business hours prior to any pop quizzes to be taken in the Testing Center. Please note that flexibility in day/time of scheduling tests/quizzes/exams in the Testing Center may be necessary due to reduced seating available.
- 3) The Testing Center will not be able to accommodate walk-in (same day) tests/quizzes/exams.
- 4) To reduce person-to-person interactions, any testing materials should be delivered to the Testing Center via email (PDF, word document) or Blackboard. Students will not be able to deliver physical exam materials.
- 5) Students will be asked to place all personal belongings not permitted for use on Testing Center shelves prior to beginning their test/quiz/exam. Electronic devices must be powered down and shown to Testing Center staff before entering the Testing Center. Personal belongings will remain on the shelves until the test/quiz/exam has been completed and submitted to Testing Center staff. Students are encouraged to only bring materials for their test/quiz/exam to the Testing Center.
- 6) Should a student have a question for their professor during a test/quiz/exam, Testing Center staff will call the professor and/or email it to them.
- 7) Students are encouraged to arrive to the Testing Center 5-10 minutes prior to the scheduled start time of their test/quiz/exam. There will be markings on the floor directly outside of the Testing Center where individuals should stand to maintain appropriate social distancing.