



**Testing Hours: Monday-Friday 9:00 a.m.- 4:45 p.m.
Tuesday during Spring/Fall until 8:45 p.m. by appointment.**

Test Proctoring Form – Disability Services Testing Center
Phone: 703-993-1708 | Fax: 703-993-4306 | dstests@gmu.edu | <http://ds.gmu.edu>

Student Completes This Part

Name and G#: _____ Course: _____

I have read and agree to abide by all the [Disability Services Testing Center policies and procedures](#) for exam proctoring. I agree to abide by the [Mason Honor Code](#), and that violation of the Honor code will be reported to the Office of Academic Integrity. I understand that the Disability Services Testing Center is monitored by cameras through a closed-circuit security system. If I use a testing center laptop, I understand that it will also be monitored through school management software.

Signature: _____ Date: _____

Instructor Completes This Part

Name: _____ Email: _____
Phone Number: _____ Date of Exam: _____
Scheduled Start Time: _____ Length of exam (no accommodations): _____

Exam Materials – Check all that apply

- | | | |
|------------|--|--------------------------------------|
| None | Student's Laptop | Simple calculator (4 function) |
| Open book | DSTC laptop | Scientific calculator (e.g., Ti-30x) |
| Open notes | Lockdown Browser | Graphic calculator |
| Scantron | Internet Access | Dictionary |
| Bluebook | Additional materials/special instructions: | |

Exam Delivery (Check One):	Clockwork Online Test Booking	Exam Return (Check One):	Clockwork Online Testing Booking
	Emailed to dstests@gmu.edu		Emailed to professor by COB
	Blackboard		Blackboard
	Student or Professor delivers (circle one)		Student or Professor picks up (circle one)

Professor Signature: _____ Date: _____

Disability Services Completes This Part

Extended Time:	Location:	Scantron Scribe
Scheduled start:		R&WG
Scheduled end:		Scribe
Time Started:		JAWS
Time Ended:	Locker:	