



Testing Hours: Monday-Friday 9:00 a.m.- 4:45 p.m.
Tuesday during Spring/Fall 9:00 a.m. - 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 Standards, 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 or Canvas Graphic calculator
Scantron Internet Access Dictionary
Bluebook Additional materials/special instructions:

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