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 Form (OTF) should be completed by the student and instructor for each specific exam. It is the student's responsibility that Disability Services receives the completed OTF(by the student and the professor) no later than ONE FULL WEEK prior to the exam date.

4. Failure to deliver the completed OTF on time to Disability Services may result in denial of the request, due to insufficient testing space and/or unavailability of sufficient proctors.

5. If the student initiates with the instructor a request to take an exam at a time/day different than the time previously arranged with Disability Services; Disability Services requires a minimum of 48 hours notice to change the originally scheduled time. Disability Services may not be able to accommodate students who request final exams to be scheduled or changed with less than one week notice. If Disability Services is unable to accommodate the change, then the student is responsible for contacting the instructor. The instructor has the final decision about re-scheduling and arranging the accommodation in their office.

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 OTF. The student is encouraged to remind the professor of the need to deliver the exam 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 4:45 PM and Tuesday from 9 AM until 8:45 PM, with the exception of final exams. Availability during finals will be posted in advance on the Disability Services website, http://ods.gmu.edu.

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 their Mason ID or driver’s license when checking in to take an exam with Disability Services.

10. Faculty instructions on the OTF 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 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.
14. Exams will be given at the appointed time and students who are late will forfeit the time 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 written notice from the professor 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 OTF, you are responsible for notifying our office. This also applies if you have dropped a course but have handed in Test 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 explain the problem to the Disability Services Staff or available proctor. If it is something the instructor must handle, Disability Services will attempt to contact the instructor by phone or email; however, the student is advised to continue with the test and include a written explanation about the problem so it will brought to the attention of the instructor. **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 necessary items mentioned on the OTF are allowed in the testing room. The items not allowed include (but are not limited to):
   a. Notes and/or books not permitted by professor/instructor
   b. Any communication device including cell phones, notebooks, IPods and other electronic devices.
   c. Storage devices like Smartpen, CD, DVD, USB flash drive, floppy disk
   d. Coats, hats, backpacks and purses.

23. Non-permitted items during the exam, including all communication devices, can be stored with our office. However, Disability Services will not be responsible for any damage or loss.

24. Use of the internet/intranet other than mentioned on the OTF is strictly prohibited.

25. 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.

26. Pop Quizzes. The instructor must call Disability Services in the event of a pop quiz as soon as it is planned. The instructor should deliver the quiz in person or via email to Disability Services for administration and enclose instructions for administering the quiz (e.g., time allotment and authorized materials).

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

Signature  Date