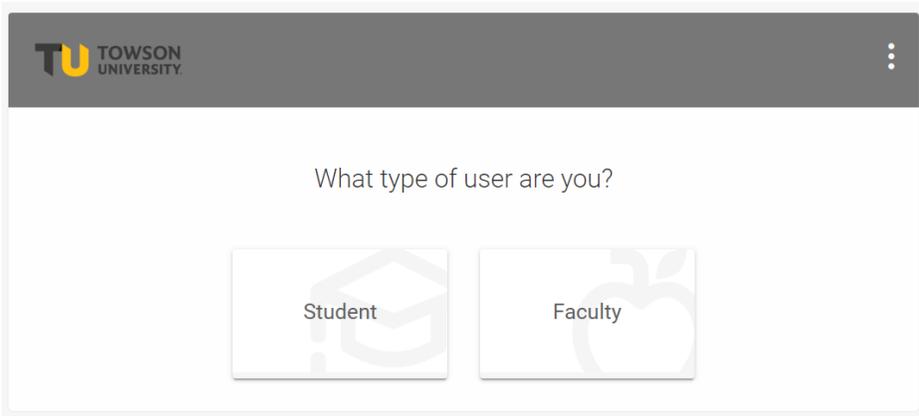




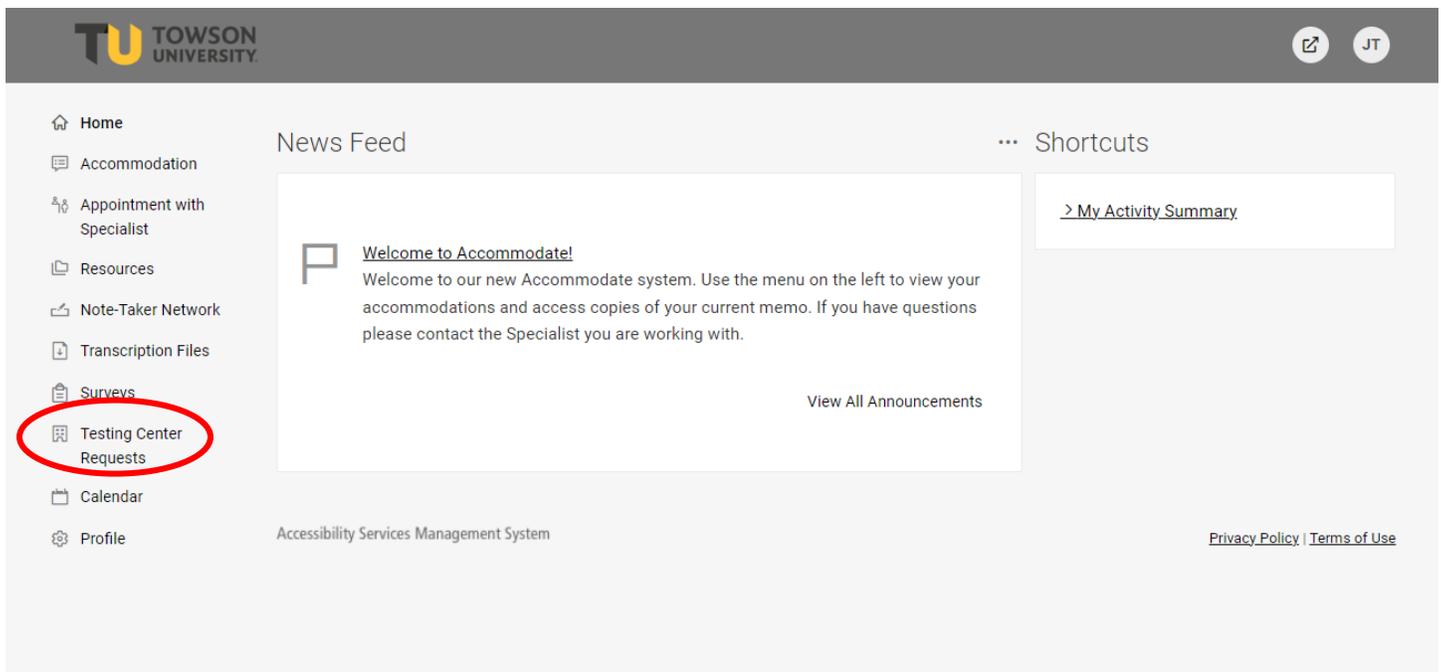
## Submitting Testing Center Requests

1. Start by logging into Towson's [Accommodate](#) portal.
2. Select "**Student**".
3. Choose "**Testing Center Requests**".
4. Click "**New Booking Request**".
5. Choose your course from the drop-down menu.
6. In Date Range, enter the date of the exam in **both** boxes then click "**Check Availability**" at the bottom of the screen.
7. You will see all the times available for that day. Select the time you are requesting to take the exam (typically the same time as the course).
8. Next, to confirm your exam booking,
  - a. Enter a name for the exam (ex. Exam 1).
  - b. Indicate the standard time given to the class to complete the exam.
  - c. Indicate if exam booking is during your normal class time.
  - d. Select the accommodations you need.
  - e. Indicate if you need a computer and purpose of it.
  - f. Check 'yes' that you have shared your letter of accommodation with your professor.
9. Click "**submit request**".
10. Once you submit the request, you will be able to view your requests as seen below under the Pending Booking Requests column. Once your professor approves the request, it will be under the Approved Booking Requests column.

1. Start by logging into Towson's [Accommodate](#) portal.
2. Then select **"Student"**.



3. Choose **"Testing Center Requests"**.



4. Click **"New Booking Request"**.

- Accommodation
- Appointment with Specialist
- Resources
- Note-Taker Network
- Transcription Files
- Surveys
- Testing Center Requests**
- Calendar
- Profile

## Alternative Testing Rooms

### Pending Booking Requests



No records found.

### Approved Booking Requests



No records found.

[New Booking Request](#)

5. Choose your course from the drop-down menu.

Home / Test Room Booking

### Alternative Testing Rooms

Course

Friends 465 (Friends 465)



Start by choosing a single search filter

Home / Test Room Booking

### Alternative Testing Rooms

Course

Friends 465 (Friends 465)

Date Range: Select the Date of the Test

2024-06-21 to 2024-07-05

Time Range

08 00 am Clear

to

07 00 pm Clear

Final Exam

Yes  No

Override Course Length

If you choose to override the length of your course your approved accommodation time will be calculated based on the time you choose (for example, if you are approved for double time and you choose a length of 10 minutes, your alternative test request will be for 20 minutes).

Yes  No

Buildings

[Check Availability](#) [Back To My Booked Rooms](#)



Start by choosing a single search filter

6. In Date Range, enter the date of the exam in **both** boxes then click “Check Availability” at the bottom of the screen. (You can ignore the other fields.)

The screenshot shows a web interface for booking alternative testing rooms. On the left is a navigation menu with items: Home, Accommodation, Appointment with Specialist, Resources, Note-Taker Network, Transcription Files, Surveys, and Testing Center Requests. The main content area is titled 'Alternative Testing Rooms' and includes a breadcrumb 'Home / Test Room Booking'. Below the title is a 'Course' dropdown menu set to 'Friends 465 (Friends 465)'. Underneath is a 'Date Range: Select the Date of the Test' section with two date input boxes: '2024-06-21' and '2024-07-05', separated by 'to'. Each date box has a calendar icon. A large red arrow points to the right-hand date box. At the bottom, there are two buttons: 'Check Availability' (highlighted with a red circle) and 'Back To My Booked Rooms'.

7. You will see all the times available for that day. Select the time you are requesting to take the exam (typically the same time as the course).

## Alternative Testing Rooms

Course  
Friends 465 (Friends 465) ▼

Date Range: Select the Date of the Test  
2024-06-21 to 2024-07-05

Time Range  
08:00 am to 07:00 pm

Final Exam  
 Yes  No

Override Course Length  
If you choose to override the length of your course your approved accommodation time will be calculated based on the time you choose (for example, if you are approved for double time and you choose a length of 10 minutes, your alternative test request will be for 20 minutes).  
 Yes  No

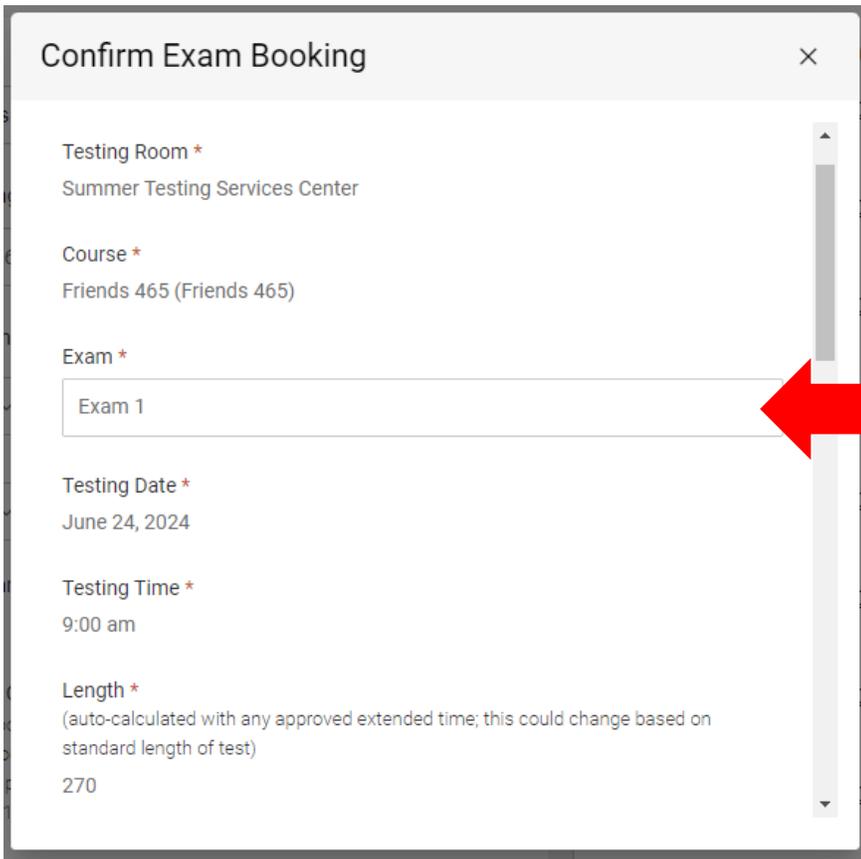
Building

**Monday, Jun 24, 2024**

<a href="#">Summer Testing Services Center</a> (37 of 40 slots available)	8:00 am
<a href="#">Summer Testing Services Center</a> (37 of 40 slots available)	8:15 am
<a href="#">Summer Testing Services Center</a> (37 of 40 slots available)	8:30 am
<a href="#">Summer Testing Services Center</a> (37 of 40 slots available)	8:45 am
<a href="#">Summer Testing Services Center</a> (37 of 40 slots available)	9:00 am
<a href="#">Summer Testing Services Center</a> (37 of 40 slots available)	9:15 am
<a href="#">Summer Testing Services Center</a> (37 of 40 slots available)	9:30 am
<a href="#">Summer Testing Services Center</a> (37 of 40 slots available)	9:45 am
<a href="#">Summer Testing Services Center</a> (37 of 40 slots available)	10:00 am

**Check Availability** Back To My Booked Rooms

8. Next, to confirm your exam booking,
  - a. Enter a name for the exam (ex. Exam 1).
  - b. Indicate the standard time given to the class to complete the exam.
  - c. Indicate if exam booking is during your normal class time.
  - d. Select the accommodations you need.
  - e. Indicate if you need a computer and purpose of it.
  - f. Check 'yes' that you have shared your letter of accommodation with your professor.
9. Click **"submit request"**.



The screenshot shows a web form titled "Confirm Exam Booking" with a close button (X) in the top right corner. The form contains the following fields:

- Testing Room \***: Summer Testing Services Center
- Course \***: Friends 465 (Friends 465)
- Exam \***: Exam 1 (A red arrow points to this field.)
- Testing Date \***: June 24, 2024
- Testing Time \***: 9:00 am
- Length \***: 270 (with a note: "(auto-calculated with any approved extended time; this could change based on standard length of test)")

### Confirm Exam Booking

End Time  
1:30 pm

What is the standard time (in minutes) for the class to complete the exam/quiz? \*  
(Not extended time)

135

Is this during your normal class time? \*  
You are expected to take your exam at the same time as your classmates. If you have a scheduling conflict due to back-to-back classes, work with your professor to identify an alternative time.

Yes  No

Accommodations Needed  
Uncheck the accommodations that you do not plan to use for this test room booking.

1.5x Time

Unavailable Accommodations  
Any available accommodation is allowed in this room.



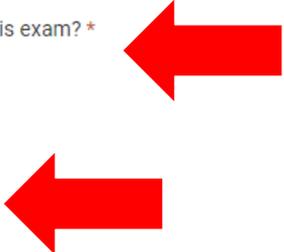
### Confirm Exam Booking

Unavailable Accommodations  
Any available accommodation is allowed in this room.

Will you need a computer for this exam? \*  
 Yes  No

Purpose of Computer \*  
 Kurzweil  
 Online Exam  
 Word Processing  
 Other (please describe purpose in the notes box below)

Notes



## Confirm Exam Booking ✕

I certify that I have provided my professor with my up-to-date ADS memo with the CURRENT semester specified. \*

I also acknowledge that the Testing Center hours are 8:00AM - 5:30PM, Monday - Thursday, and 8:00AM - 1:30PM on Friday. I understand that I will not be permitted to take an exam past the Testing Center closing times.

Yes

Submit Request

10. Once you submit the request, you will be able to view your requests as seen below under the Pending Booking Requests column. Once your professor approves the request, it will be under the Approved Booking Requests column.

✉ JT

- Home
- Accommodation
- Appointment with Specialist
- Resources
- Note-Taker Network
- Transcription Files
- Surveys
- Testing Center Requests**
- Calendar
- Profile

Home / Test Room Booking

## Alternative Testing Rooms

### Pending Booking Requests

1 results

SC

**Summer Testing Services Center**

Friends 465

June 24, 2024 9:00 am

Cook Library- Academic Commons

1.5x Time

⋮

New Booking Request

### Approved Booking Requests

No records found.

Accessibility Services Management System [Privacy Policy](#) | [Terms of Use](#)