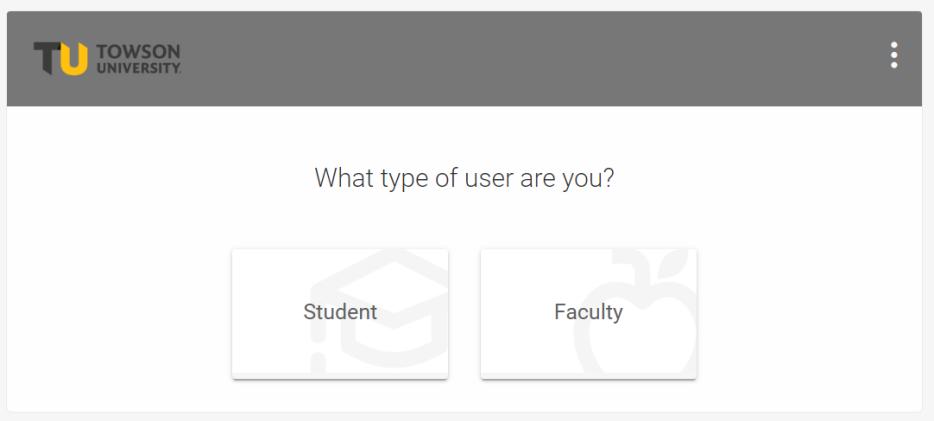
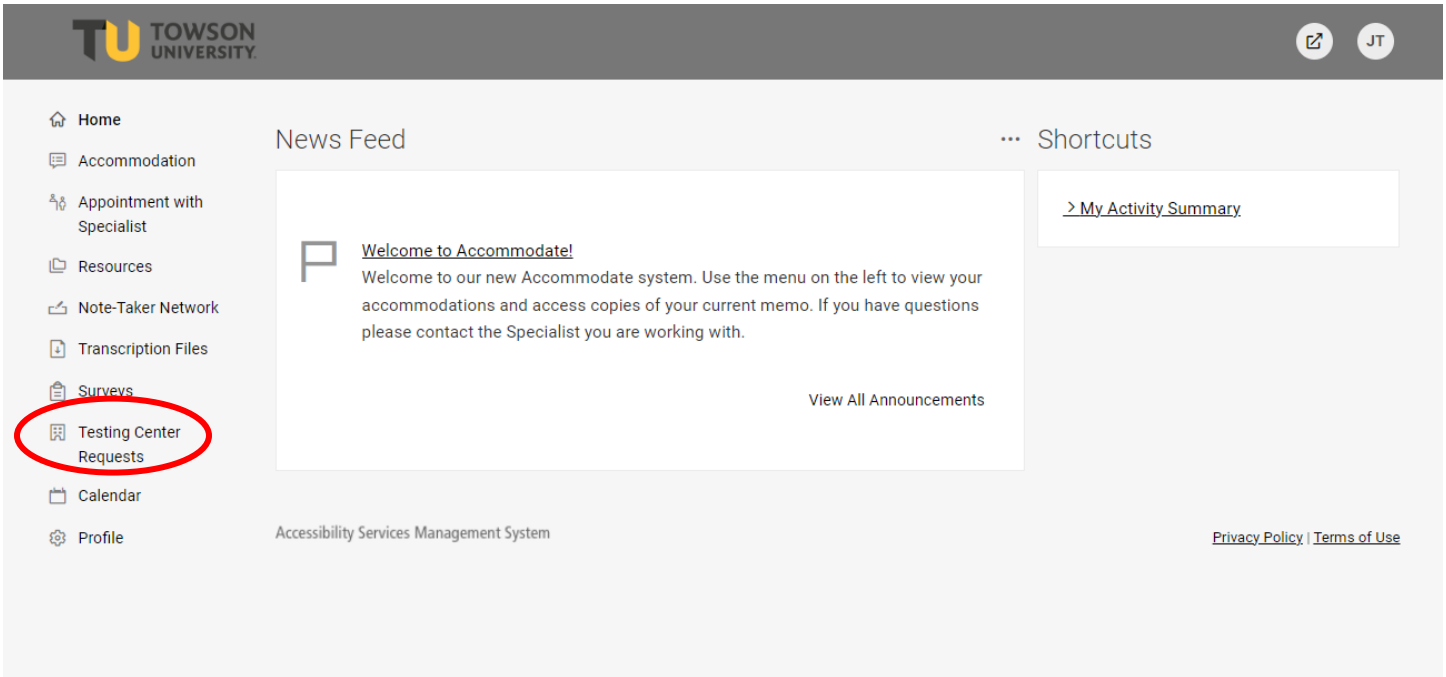
Submitting Testing Center Requests

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.

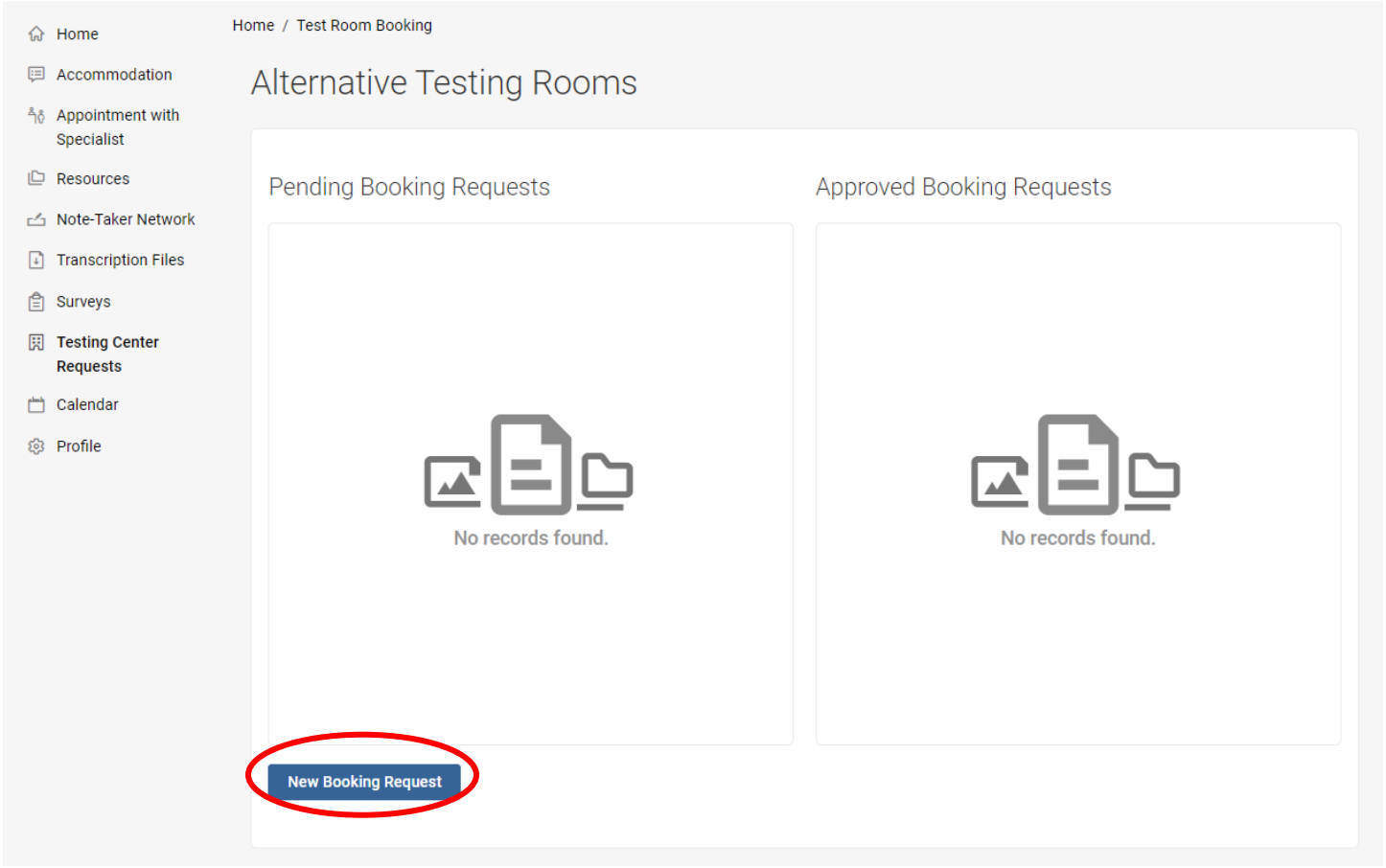
1. Start by logging into Towson's Accommodate portal.
2. Then select **"Student"**.



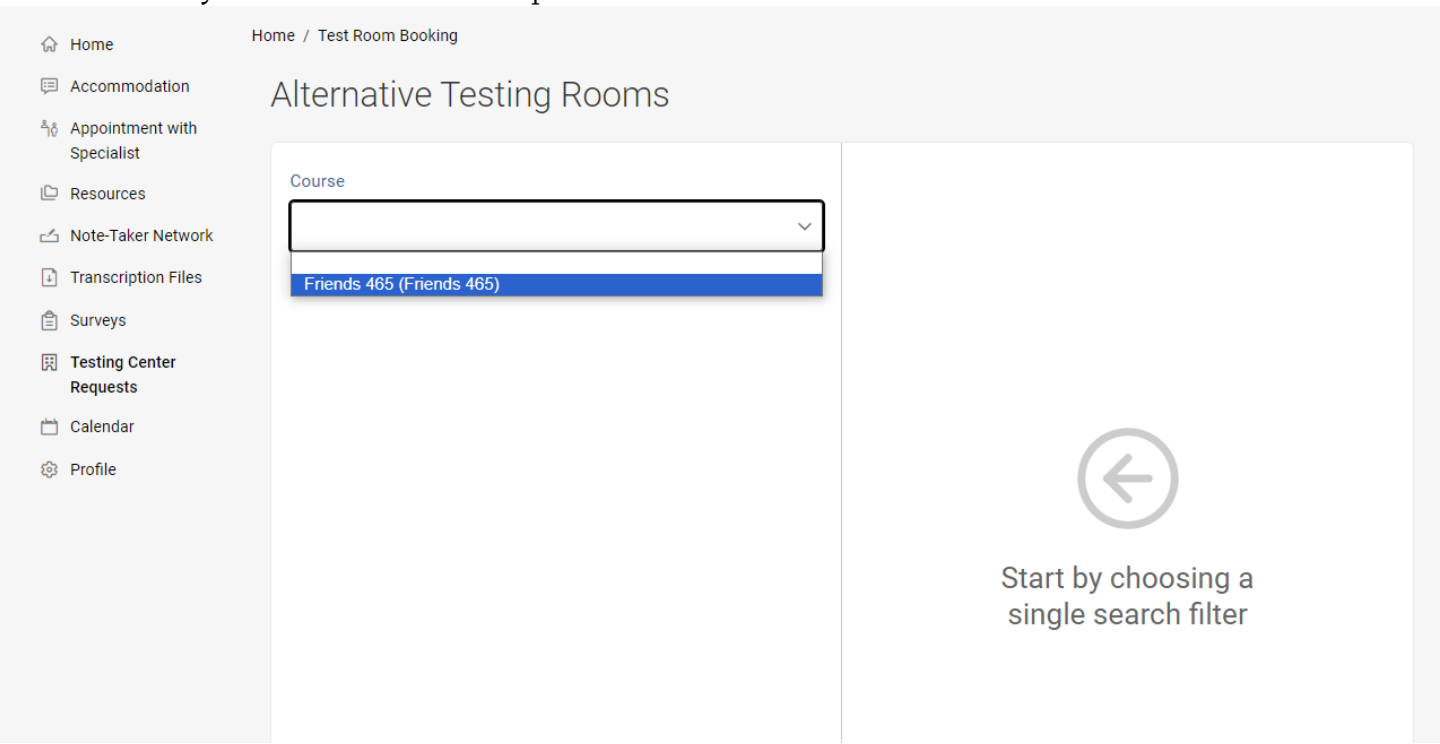
3. Choose **"Testing Center Requests"**.

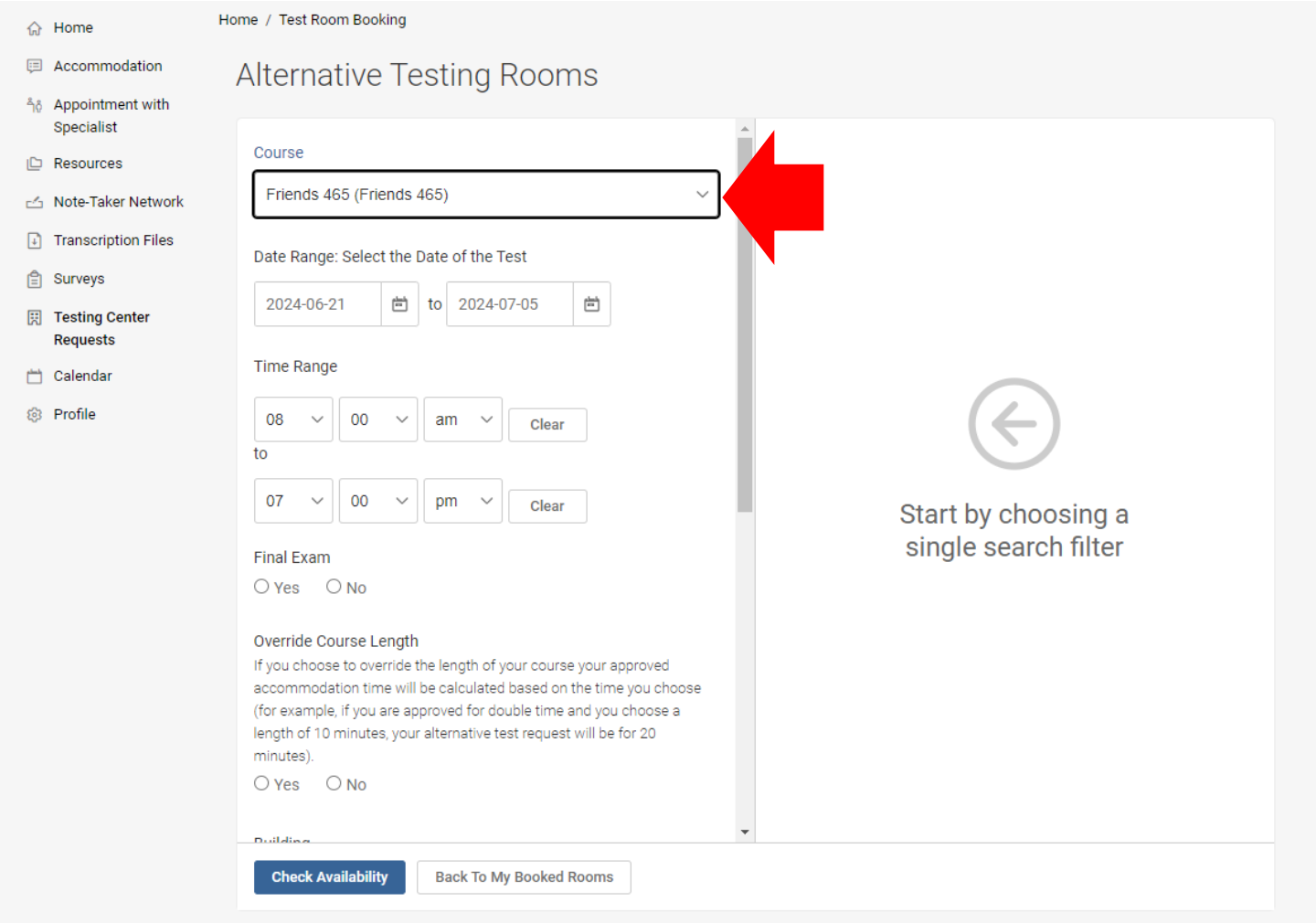


4. Click **"New Booking Request"**.

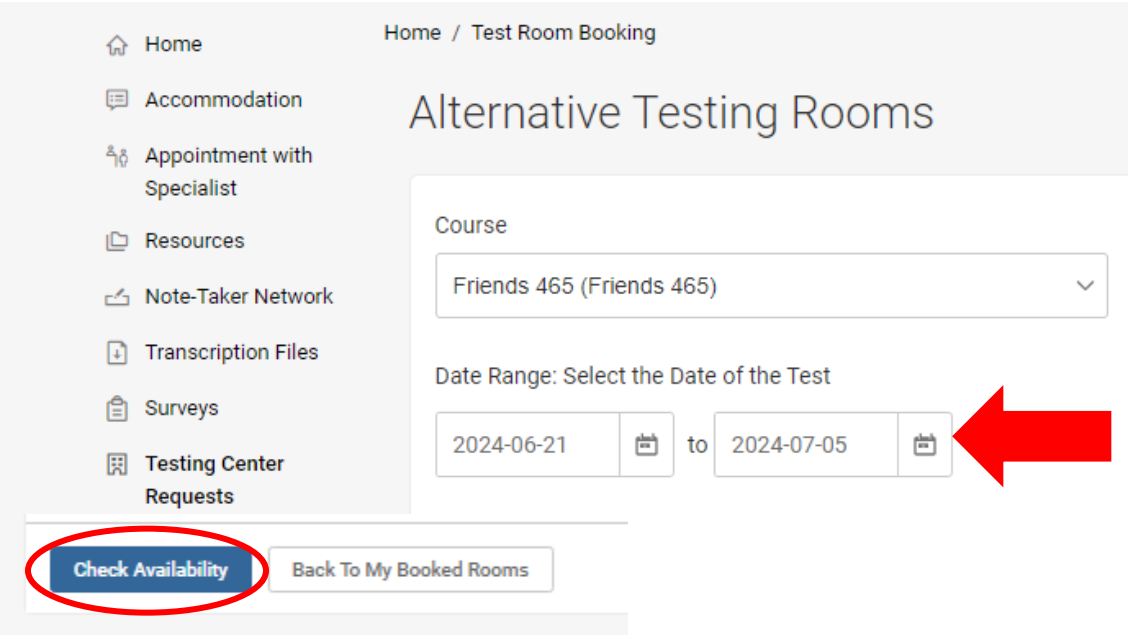

Home
Accommodation
Appointment with Specialist
Resources
Note-Taker Network
Transcription Files
Surveys
Testing Center Requests
Calendar
Profile
Home / Test Room Booking
Alternative Testing Rooms
Pending Booking Requests
No records found.
Approved Booking Requests
No records found.
New Booking Request

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

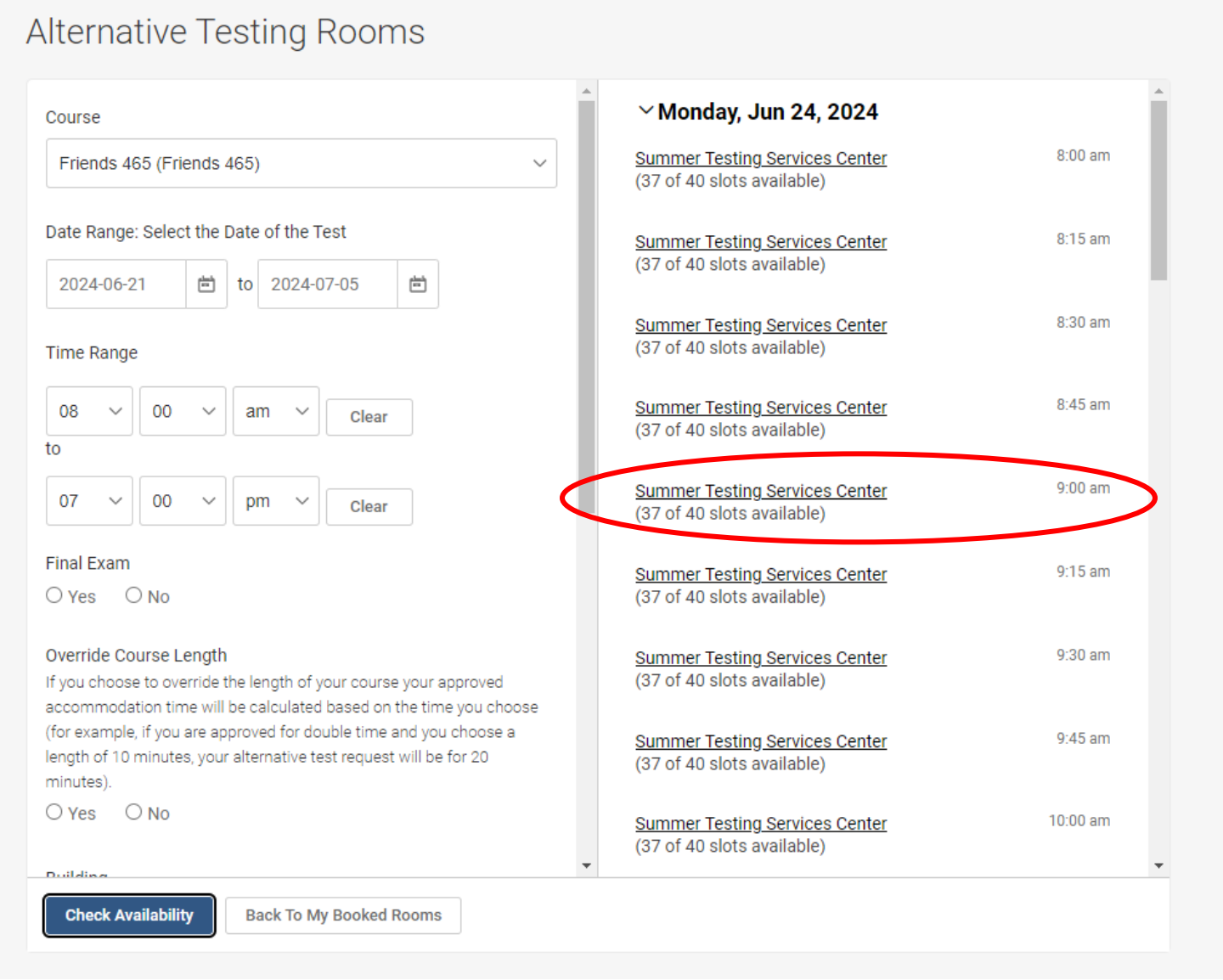




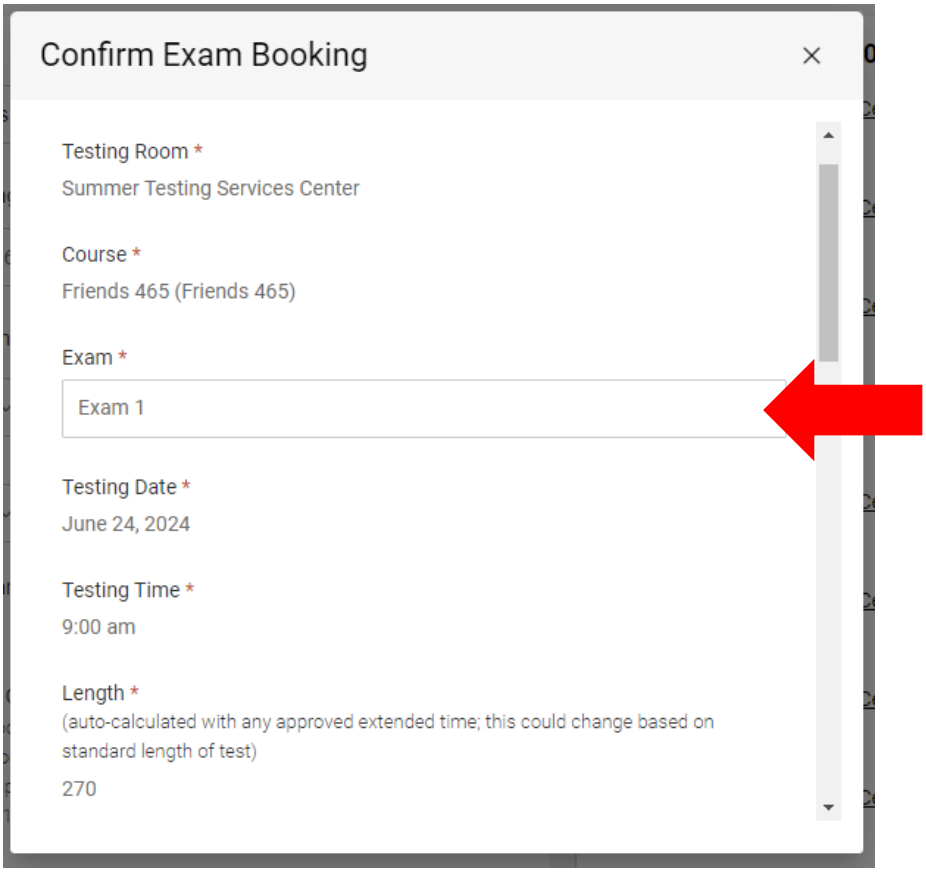
6. In Date Range, enter the date of the exam in **both** boxes then click "Check Availability" at the bottom of the screen. (You can ignore the other fields.)

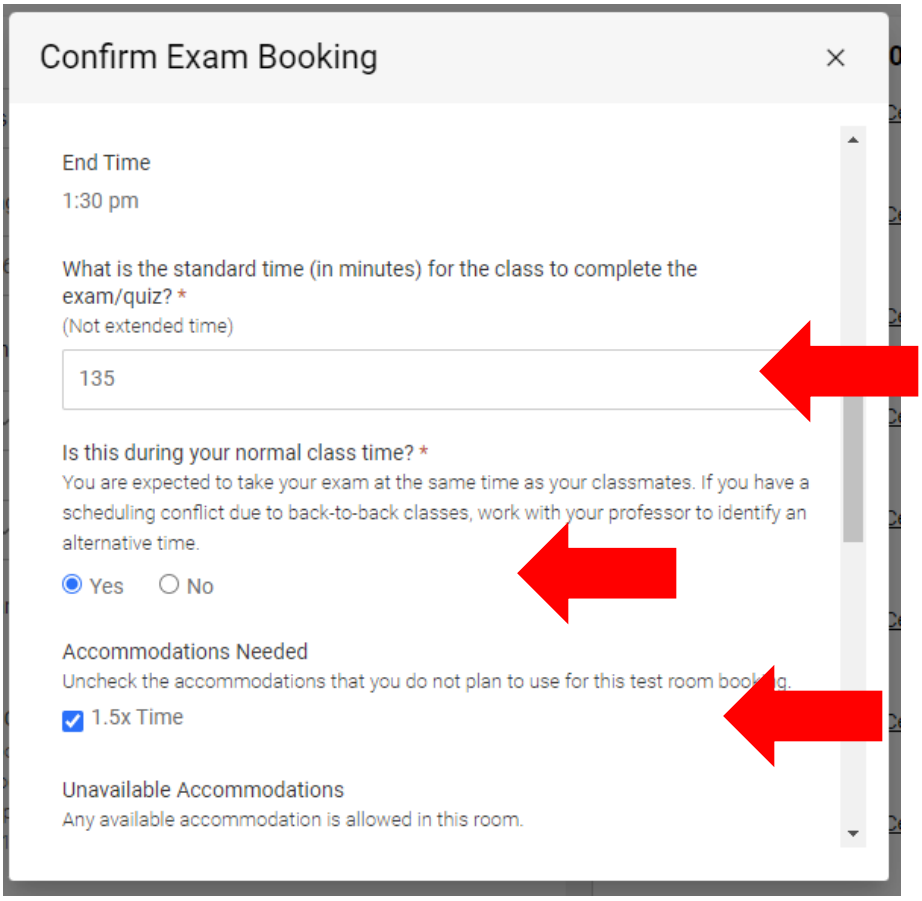


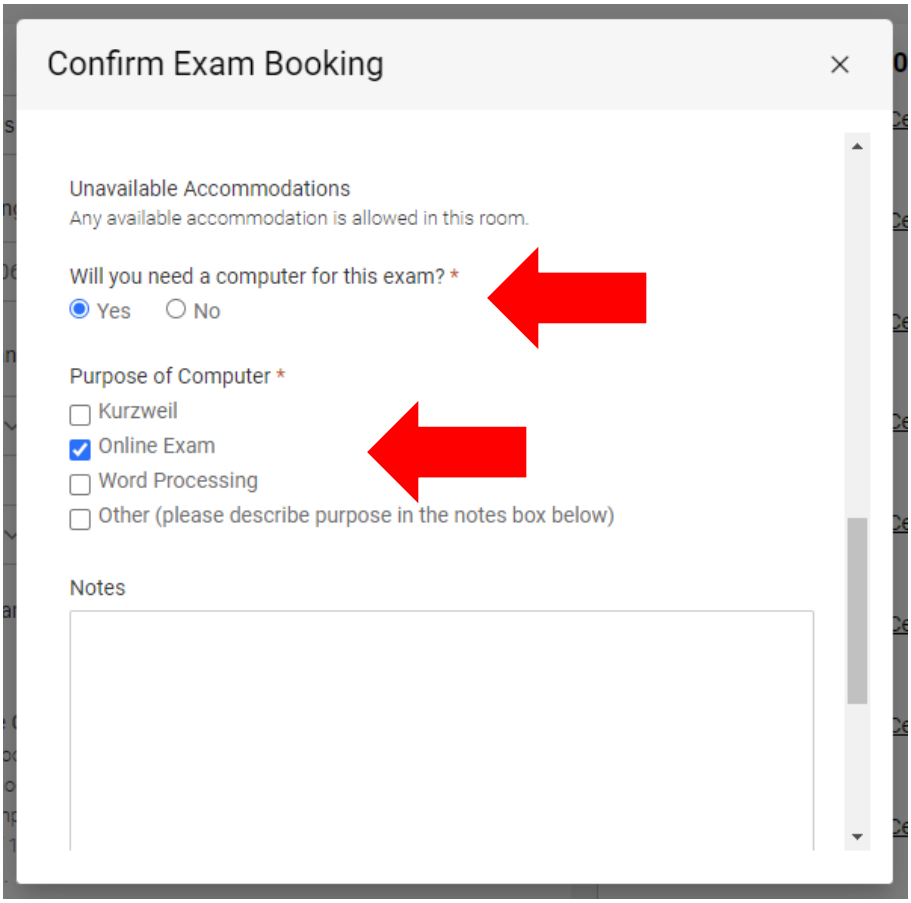
7. You will see all the times available for that day. Select the time you are requesting to take the exam (typically the same time as the course).

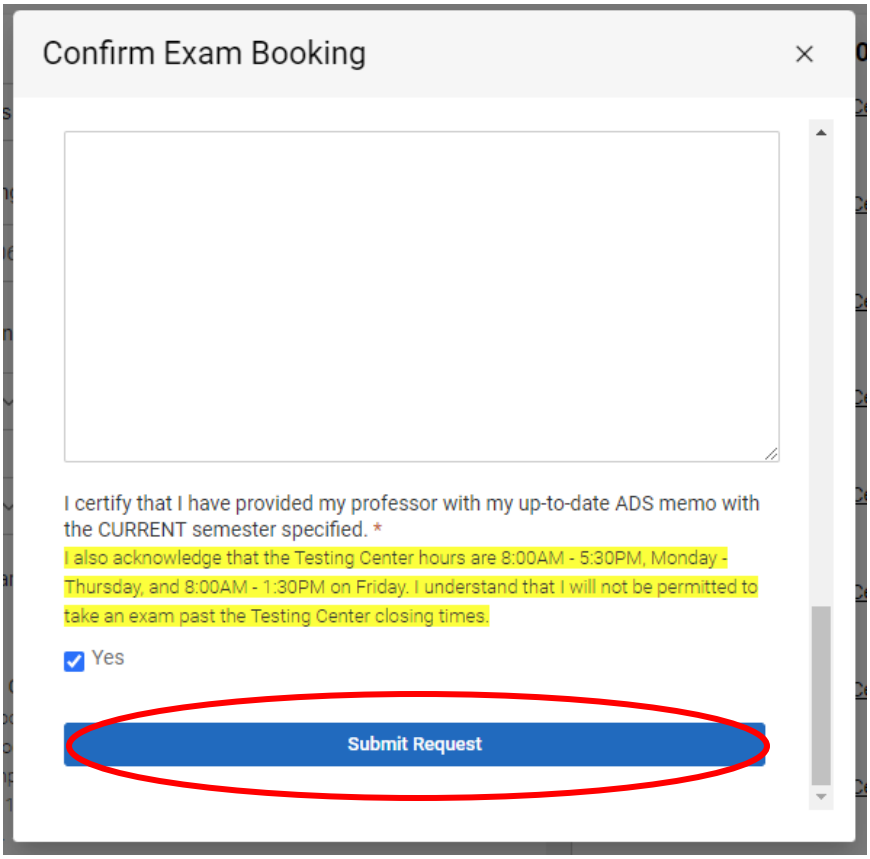
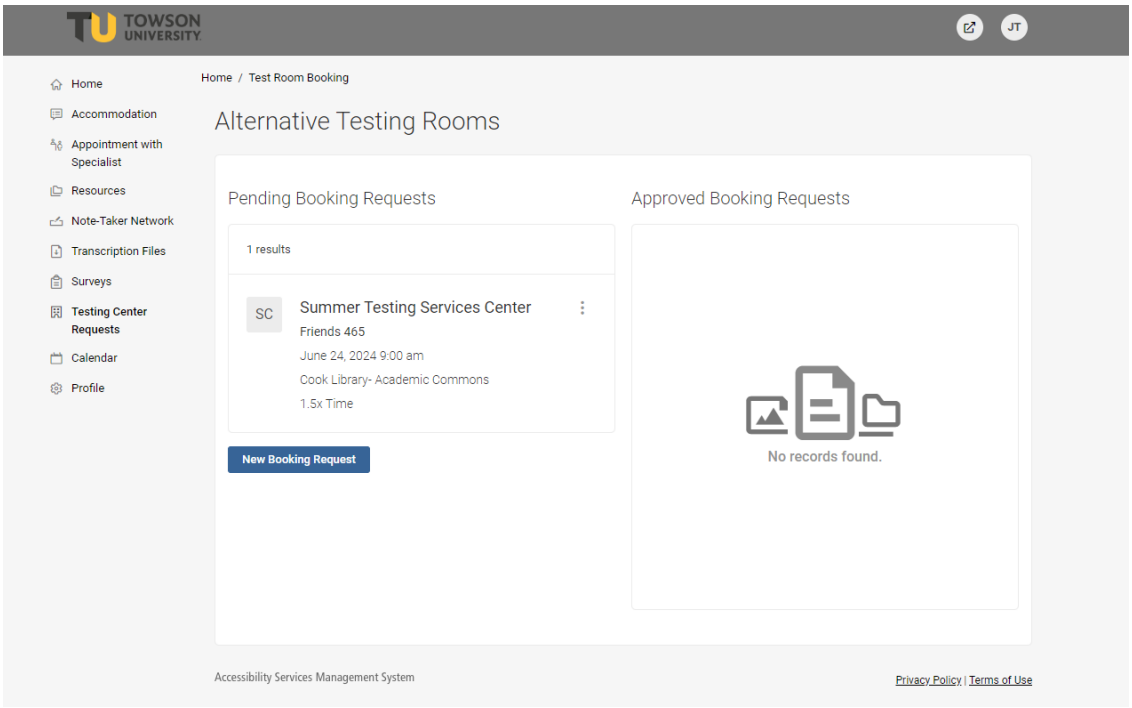


8. Next, to confirm your exam booking,
    a. Enter a name for the exam (ex. Exam 1).
    b. Indicate the standard time given to the class to complete the exam.
    c. Indicate if exam booking is during your normal class time.
    d. Select the accommodations you need.
    e. Indicate if you need a computer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




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



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.