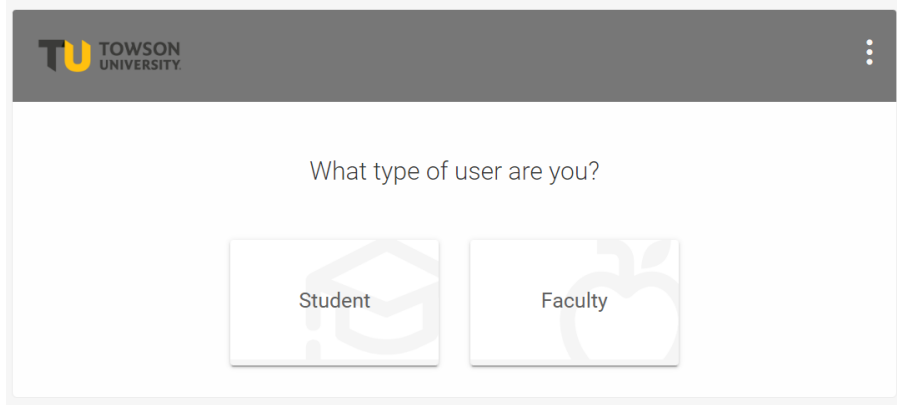




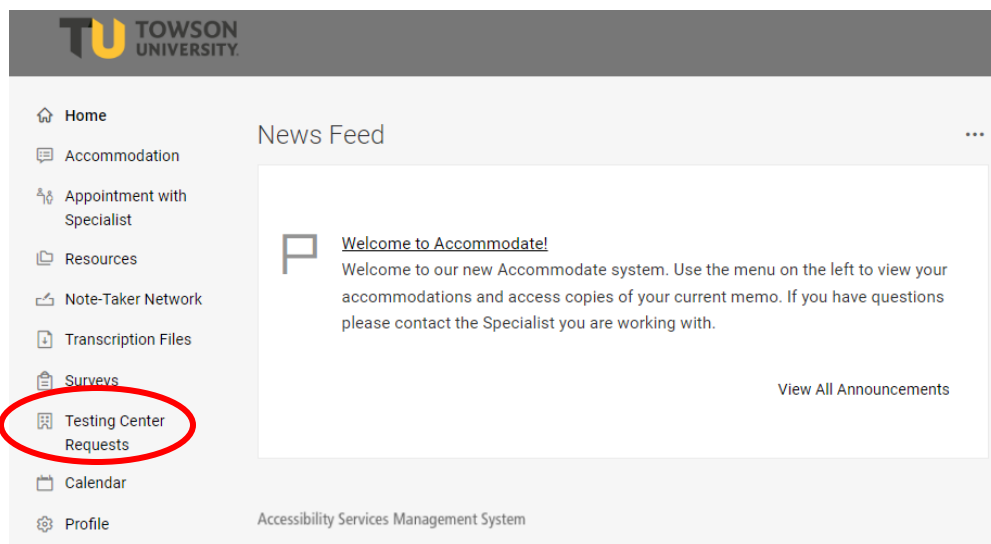
Submitting Testing Center Requests

1. Open Towson's [Accommodate](#) portal and log in to your account by selecting **"Student"**.
2. Choose **"Testing Center Requests"**. (**Note:** If you do not see the "Testing Center Requests" option, you should submit a semester request and try again after it has been approved.)
3. Click **"New Booking Request"**.
4. In step 1, choose your course from the drop-down menu. Then select **"Next Step."**
5. In step 2, select the date of the exam.
6. In step 3, select **"Cook Library-Academic Commons"** to review the appointment times available for that day.
7. Click the **"Request"** button next to the time you are requesting (typically the same time as the course).
8. To confirm your exam booking:
 - a. Indicate the title of the exam (ex. Exam 1, Midterm, Quiz 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 use the drop-down menu to identify its purpose (Kurzweil, Online Exam, Word Processing, or Other).
 - f. Utilize the notes section to share any necessary information with your professor or the Testing Center.
 - g. Check 'yes' to acknowledge that you have shared your letter of accommodation with your professor and are aware of the Testing Center hours of operation.
9. Click **"Submit request"**.

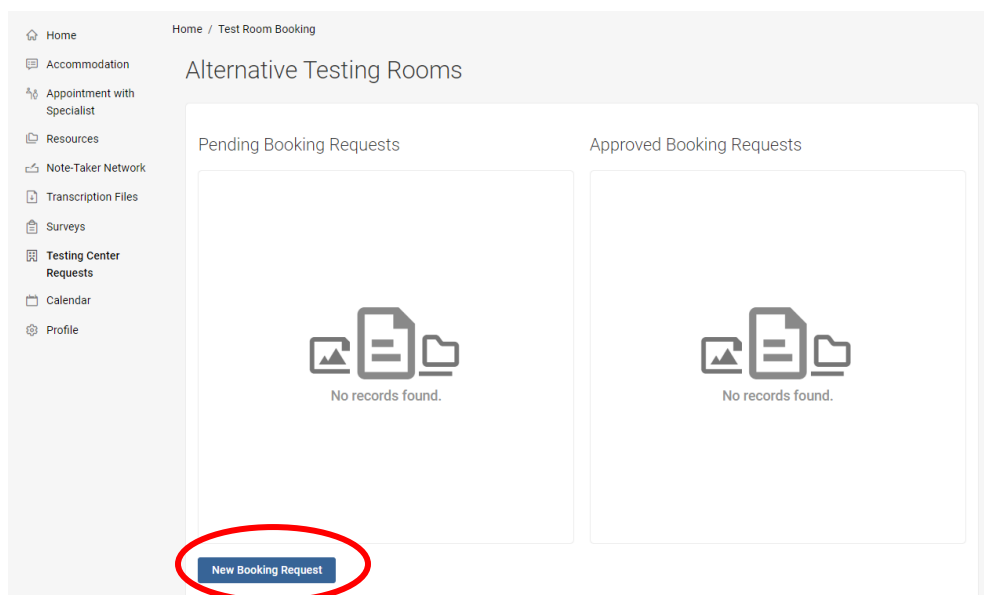
1. Open Towson's [Accommodate](#) portal and log in to your account by selecting **"Student"**.



2. Choose **"Testing Center Requests"**. (Note: If you do not see the "Testing Center Requests" option, you should submit a semester request and try again after it has been approved.)



3. Click **"New Booking Request"**.



4. Choose your course from the drop-down menu and select **"Next Step."** The "Exam" drop-down and optional filters should be left blank. (**Note:** If you do not see your course(s), you should submit a semester request and try again after it has been approved.)


1. Select a Filter
Start by applying a filter to see available options.

Course *
Friends - The one when we learn math (FRND 407)

Exam
▼

> Add Optional Filters

Clear Filters Next Step



5. Select the **Date** of the exam.

2. Select a Date
Need to update the dates? Head back to step 1 filters to make changes.

< July, 2025 >

MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

6. Select the drop-down for **"Cook Library-Academic Commons."** 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) by clicking **"Request."**

3. Select a Space
Looking for better options? Use the filters in Step 1 and 2 to narrow your search.

▼ Cook Library- Academic Commons 10 Times Available

Summer Testing Services Center 8:00 am 315 mins	Request
Summer Testing Services Center 8:15 am 315 mins	Request
Summer Testing Services Center 8:30 am 315 mins	Request

7. To confirm your exam booking:
- Indicate the title of the exam (ex. Exam 1, Midterm, Quiz 1)
 - Indicate the standard time given to the class to complete the exam.
 - Indicate if exam booking is during your normal class time.
 - Select the accommodations you need
 - Indicate if you need a computer and use the drop-down menu to identify its purpose (Kurzweil, Online Exam, Word Processing, or Other).
 - Utilize the notes section to share any necessary information with your professor or the Testing Center.
 - Check 'yes' to acknowledge that you have shared your letter of accommodation with your professor and are aware of the Testing Center hours of operation.

Confirm Exam Booking

Testing Room
Summer Testing Services Center

Course
Friends - The one when we learn math (FRND 407)

Exam *

a

Testing Date
July 24, 2025

Testing Time
8:30 am

Length
(auto-calculated with any approved extended time; this could change based on standard length of test)
315

End Time
1:45 pm

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

b

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

c

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

☒ 1.5x Time
☒ Reduced distraction environment

d

Unavailable Accommodations
The following accommodations are not available for the room and/or the course you selected. If you would like to use these accommodations, please choose another room.
☐ Course Policy Modification

Will you need a computer for this exam? *

☐ Yes ☐ No

e

Notes

f

I certify that I have provided my professor with my up-to-date ADS memo with the CURRENT semester specified. *
I also acknowledge that I reviewed the Testing Center hours for this semester, including the final exam period. I understand that I will not be permitted to take an exam past the Testing Center's closing times

☐ Yes

g

Submit Request

8. Click "submit request".

9. Once you submit the request, you will be able to view it in the Pending Booking Requests column.

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Alternative Testing Rooms

✓ Your test room booking request has been submitted.

Pending Booking Requests

1 results

SC

Summer Testing Services Center

Friends - The one when we learn math

July 16, 2025 9:30 am

Cook Library- Academic Commons

1.5x Time, Reduced distraction environment

New Booking Request

Approved Booking Requests

No records found.

10. Once your request is approved by the ADS Testing Center, it will be under the Approved Booking Requests column and your professor will be notified.

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1 results

SC

Summer Testing Services Center

Friends - The one when we learn math

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1.5x Time, Reduced distraction environment

New Booking Request