

Procedures for Testing Accommodations

Welcome to the testing center! Be sure your accommodations memo has been given to your professor, and you have discussed it with the professor before attempting to use the testing center. Please read and follow the directions below to insure a smooth and successful testing center experience:

1. Testing accommodations may be requested either by using the paper version of the Test Accommodation Request Form, or online. If using the **online form**, you may find it at www.towson.edu/testing and complete the form in its entirety. If using the **paper copy**, be sure to complete the **top portion** of the form and give it to the professor.
2. **SUBMIT YOUR TEST REQUEST (EITHER PAPER COPY OR ONLINE FORM) 7 (SEVEN) DAYS IN ADVANCE OF THE TEST.** We recommend that you make a note in your calendar/planner noting the date that you need to submit your test request.
3. **ALL TESTING IS BY APPOINTMENT.** Contact the testing center at **410-704-2304** or dsstesting@towson.edu to schedule your test on the **same day** that you send in your Test Request Accommodation Form. The center's staff will schedule the date and time, and reserve a testing space. The staff will notify you if the Testing Center has not received your test the day before your appointment is scheduled. **THE TESTING CENTER IS OPEN 8:00 AM TO 5:30 PM, MONDAY THROUGH THURSDAY AND 8:00 AM TO 1:30 PM FRIDAY.**
4. Keep all scheduled testing appointments. Arrive on the proper date and at the designated time. If a student arrives more than 20 minutes late, the exam may not be given until the instructor is contacted. The testing center cannot administer tests to students who arrive exceedingly early or late or on the incorrect day.
5. On test day, be prepared to **present a picture ID** (Towson University student ID card or valid driver's license) upon arrival for testing.
6. Be aware that **cell phones and other electronic devices are not allowed** in the testing areas. The Testing Center will hold your phone for you and return it to you once your test is completed. Phones and other electronic devices are not permitted during testing breaks.
7. If you bring a book bag, purse, briefcase or satchel into the testing room with you to take a test, you are **not permitted to retrieve items out** of it while the test is in progress.
8. If you are eligible to receive **breaks during testing**, you will **not be permitted to take your bag/bags with you out of the testing room**. Breaks will be timed and cannot last more than 5 minutes.
9. It is **your responsibility to provide blue books or scantron sheets if they are needed**. The testing center has a supply of scrap paper for student use during testing.
10. **All test sessions are proctored and recorded.** The testing center adheres to the Towson University Student Academic Integrity Policy.