



**Testing Services Center**  
Administration Building, Rm. 228  
410.704.2304; TDD: 410.704.4423  
410.704.4699 (Fax)  
[www.towson.edu/testing](http://www.towson.edu/testing)  
[dsstesting@towson.edu](mailto:dsstesting@towson.edu)

## Procedures for Using the Testing Services Center

Welcome to the Testing Services Center! Be sure you have given your DSS Memo to your professor and discussed your testing requests before using the Testing Center. Please read and follow the directions below to insure a smooth and successful Testing Center experience.

1. Plan to take your test in the Testing Center **at the same time as scheduled for the course**. Any alternate test time must be approved by your professor.
2. Complete a **Test Accommodation Request Form** to give to your professor. The form is available in either a paper or online version; both forms can be found at: [www.towson.edu/testing](http://www.towson.edu/testing). If you use the paper form, you should complete the student portion at the top and then give it to your professor. If you use the online form, you should complete the form in full before submitting it electronically to your professor. Unless you have made other arrangements, you should make a request for each test you want to take in the Testing Center.
3. **SUBMIT YOUR TEST REQUEST AT LEAST 5 (FIVE) DAYS IN ADVANCE OF THE TEST**. If you are unable to submit your request within this time frame, please contact the Testing Center as soon as possible to make alternate testing arrangements. We recommend that you make a note in your calendar/planner with the date you need to submit your test request.
4. **TESTING IS BY SCHEDULED APPOINTMENT**. Contact the Testing Center at 410-704-2304 or [dsstesting@towson.edu](mailto:dsstesting@towson.edu) to schedule an appointment to take your test. We recommend that you do this on the same day that you give your professor your Test Accommodation Request Form. **THE TESTING CENTER IS OPEN MONDAY-THURSDAY, 8:00 AM TO 5:30 PM, AND FRIDAY, 8:00 AM TO 1:30 PM**. All tests must be completed by closing time. If your test is scheduled for a day or time outside of Testing Center hours, you will need to have an alternate test time approved by your instructor. Please contact the Testing Center if you need assistance with this.
5. Testing Center staff will notify the professor the day before your scheduled appointment if your test has not arrived at the Center. You may also be contacted in case you need to follow up with your professor.
6. On test day, you are expected to arrive on time and begin your test as scheduled. Study time is not allowed past your scheduled appointment time. If you arrive more than 20 minutes late, Testing Center staff may contact your professor before administering your test. The Testing Center will not administer tests to students who arrive exceedingly early or late or on the incorrect day.
7. Be prepared to present a picture ID (TU student ID card or valid driver's license) upon arrival for testing. All belongings, including phones and other electronic devices, must be stored outside of the testing room. If you are eligible for breaks during testing, you will not be permitted access to your belongings.
8. 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.
9. Test sessions are proctored and recorded. The Testing Center adheres to the Towson University Student Academic Integrity Policy.