
Disability Support Resources (DSR) Online Test Accommodation Submission Instructions

Students seeking DSR Testing Accommodations must be approved through DSR for this accommodation.

Please do not submit a testing request if you are testing with your professor.

It is **YOUR RESPONSIBILITY** to complete the online DSR Test Request form to take tests, exams, and quizzes with DSR. Requests must be submitted **AT LEAST 5 days before your exam's scheduled date.**

- **Final Exam** requests must be submitted **20 days before the test date/the Monday of finals week (10 days during the Spring/Summer semester for final exam requests).**

Step 1: Go to www.gvsu.edu/dsr and select "Scheduling Test Request"

Step 2: **New students-** select "profile" upper right corner, and complete the profile. Log-out

Step 3: Log in "Scheduling Test Request" with your GVSU username and password and in the upper right corner click "Accommodation Request"

Step 4: Select "Start New Request" from the upper right corner once logged in. If you do not see the green button that says, "Start New Request", log out, and log back in.

Step 5: **Select the correct class/professor for the request from the dropdown menu.**

Step 6: Select "Regular/Midterm or quiz Accommodation" for exams/quizzes taken during the semester. For final exam requests, select "Final Exam Accommodation."

Step 7: Select the "Date" and "Time" of the exam. Select location if applicable

Step 8: Select the accommodation(s) you request per memo and/or what your professor allows for the regular class.

Step 9: Read the Testing Policy and Check the "I Agree" box confirmation that you agree with the following the statement, **"By checking the box below and clicking "Save", I verify that I am a DSR program participant, agree to the posted testing policy and am authorized to receive the test accommodations checked above."**

Step 10: Click the **Submit Request** button at the bottom of the page. You will receive an email confirmation after completing the test accommodation form. DSR will contact you if there are any changes to the request or if it is canceled.

NOTE: Please notify DSR by email to dsrtest@gvsu.edu for test cancellations or test date changes. Please cc' your professor on the notice of cancellation email.

If you have any questions, feel free to give Disability Support Resources a call at (616) 331-2490.