
Disability Support Resources (DSR) Online Test Accommodation Form Submission Instructions

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

Please read the instructions carefully before you continue on with the steps.

Use this form only if you are requesting testing accommodations through DSR. If your instructor provides testing accommodations, **you do not need to use this form.** (Please review your syllabi and discuss dates and times for ALL of your exams for the semester with your instructor.) This form must be completely filled in.

It is **YOUR RESPONSIBILITY** to complete the online DSR Test Request form in order to take a test with DSR. Applicable DSR Test requests must be submitted **AT LEAST 5 DAYS BEFORE** the scheduled date of your exam. Final Exam requests must be submitted **20 days prior to the test date/the Monday of finals week (10 days during Spring/Summer semester for final exam requests)**. This timeframe is necessary so arrangements can be made for testing rooms and proctors.

Step 1: Go to <http://www.gvsu.edu/dsr>

Step 2: Click on the “DSR Resources” tab, click on "Application and DSR Services Requests." Log on with your GVSU username and password. Once logged in, select “Start New Request” from the upper right corner.

Step 3: Select the correct class/professor for the request from the dropdown menu.

Step 4: Select “Regular/Midterm or quiz Accommodation” for exams/quizzes taken during the semester. For final exam requests, select “Final Exam Accommodation”.

Step 5: Select the “Date” and “Time” of the exam.

Step 6: Select the accommodation(s) you are requesting, per memo &/or what your professor is allowing for the regular class.

Step 7: Read the Testing Policy and Check the “I Agree” box confirmation that you agree with the following 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 8: Click the **Submit Request** button at the bottom of the page.

You will receive an e-mail confirmation after the test accommodation form has been completed. DSR will contact you if there are any changes to the request or if it is cancelled.

NOTE: Please notify DSR by email to dsrgvsu@gvsu.edu for any test request that needs to be cancelled or if your test date has changed. Please cc' your professor on the emailed notice of cancellation.

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