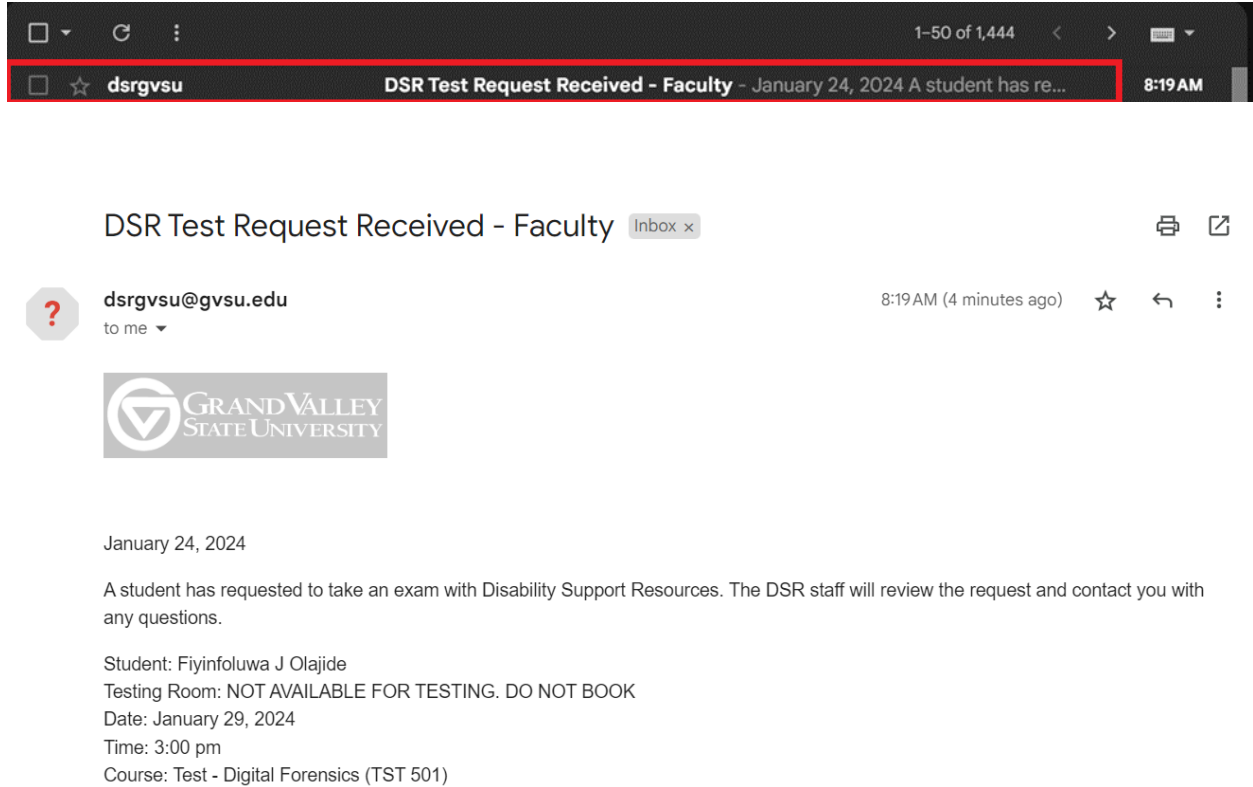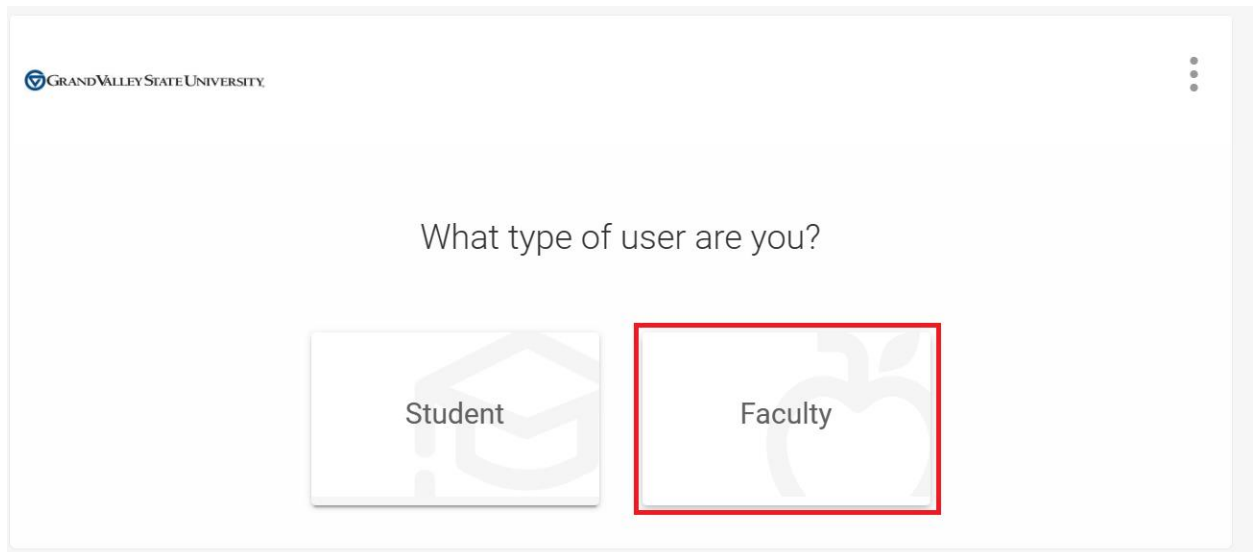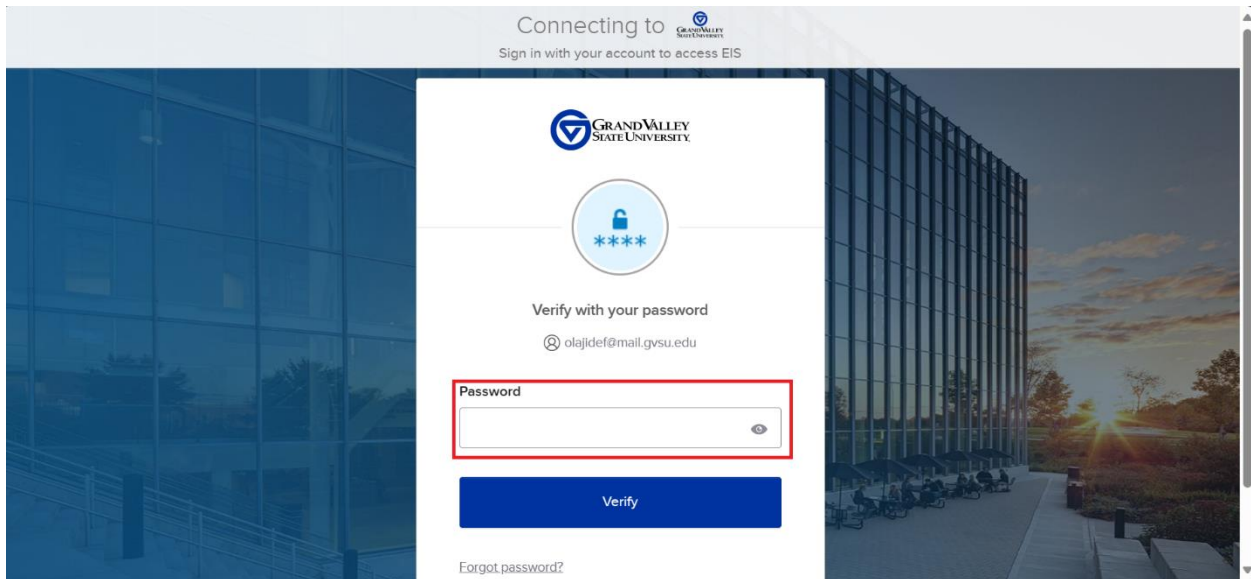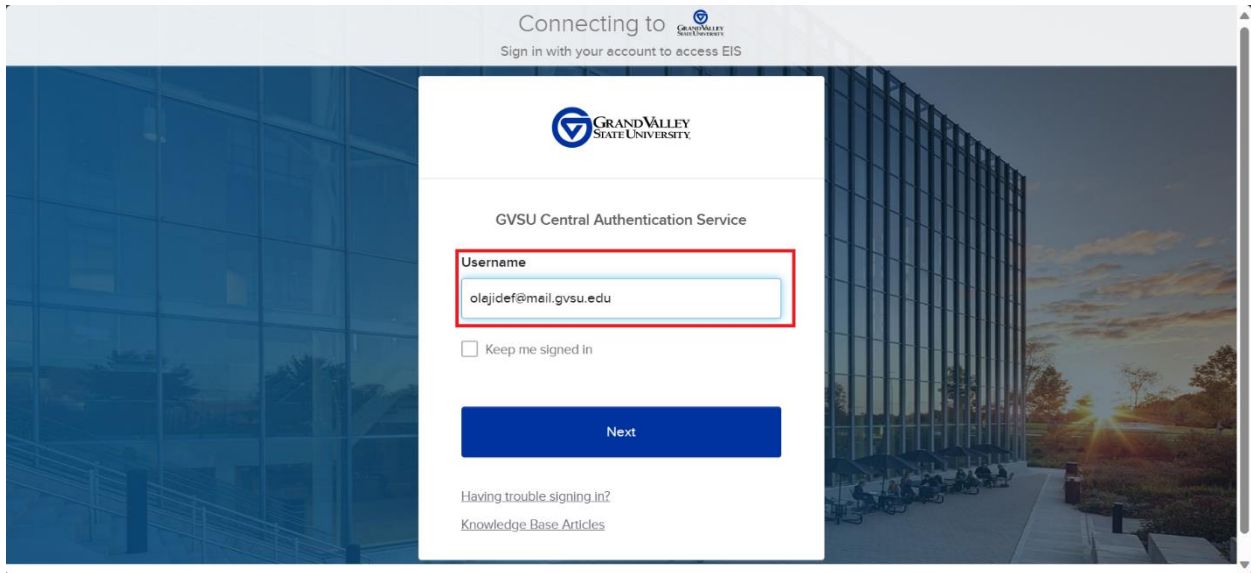# TEST BOOKING APPROVAL

1. Upon submission of a test request by a student, an email is sent to the faculty in charge of the course as shown in the images below
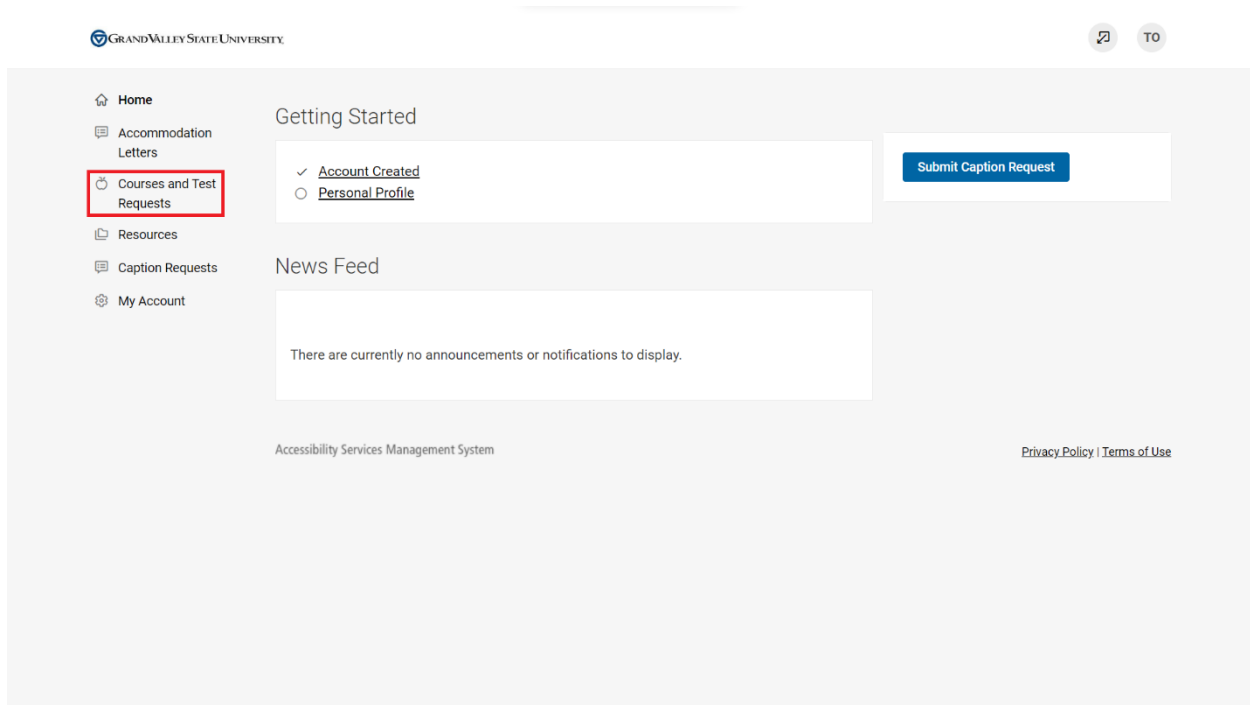

2. Upon receipt of the email, open your web browser and enter the link https://gvsu-accommodate.symplicity.com/
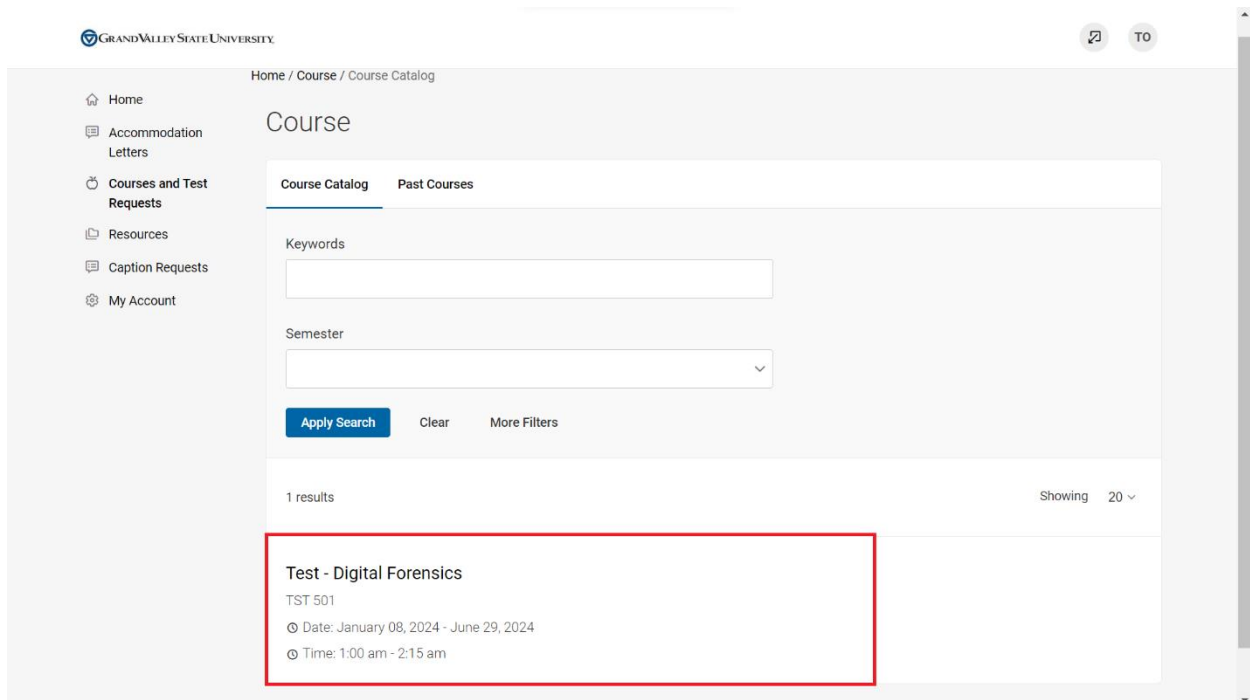3. Select faculty in the options displayed

4. Login using your banner credentials: username and password

5. On the home page, in the navigation pane to the left, click on "Course and Test Request"

6. The list of all courses being taught is visible on the course catalog page as shown in the image below

7. Click on the course title to view details of the course. Click the "test request" subtab within the course to view all student requests.

8. The "Not Yet Scheduled" subtab shows all pending requests from students. Click each student's name to view details of the request

9. Review the information entered by the student
10. Click on "Upload New Exam" to attach the test questions to the request or select the question from the drop down if the exam has been previously attached.

Testing Time
3:00 pm

Length
In Minutes
150

Course
Completing this field will cause the page to reload. All fields will retain their values.
Test - Digital Forensics (TST 501)

Exam (Faculty Note)

[select]   Clear

or Upload New Exam

Approved Resources
Per the student
Calculator, Math Formulas, Scantron/Bubble Sheet

Student Notes
This is a test of the features in Accommodate

Faculty Section

11. Fill the "Upload New Exam" with the required information: title, description, time for completion of the test, upload the file, the approved aids for the exam and click submit request.

Upload New Exam   ✕

Exam

Course *

Test - Digital Forensics (TST 501)

Title *

Sample Document

Description

This is a sample document for test purposes

Final Exam

Indicating that an exam is a final will override the class day/time filter, if in use, and use the default final exam length from system settings.

○ Yes   ● No

How long you will be giving the class to complete the test?

75 ⌄

Cancel   **Submit Request**

Upload New Exam   ✕

Sample Document.docx
11.54 KB   ✕

Start Date *

2024-01-24

End Date *

2024-01-31

Approved Aids
☑ Calculator
☐ Open Book
☐ Open Notes
☑ Math Formulas
☑ Charts/Graphs/Tables (Provided by professor)
☐ Charts/Graphs/Tables (Provided by student)
☐ Tables
☐ Other
☐ Maps
☐ Scantron/Bubble Sheet
☐ Enlarged Print

Cancel   **Submit Request**

12. Add additional information for DSR staff and answer all the questions particularly the testing appointment-approved question as shown in the image below

13. Upon approval or denial of the testing appointment, both the student and DSR are notified.

For any inquiries, kindly send an email to olajidef@mail.gvsu.edu