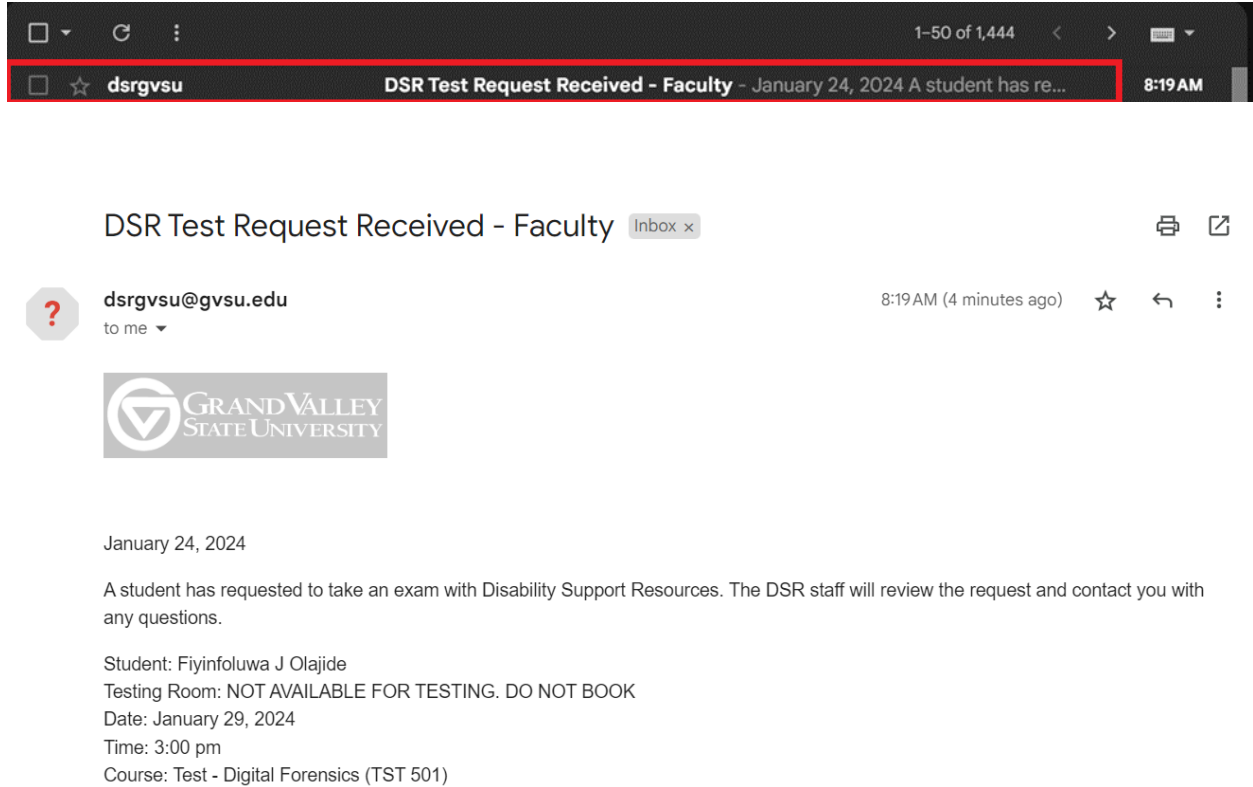
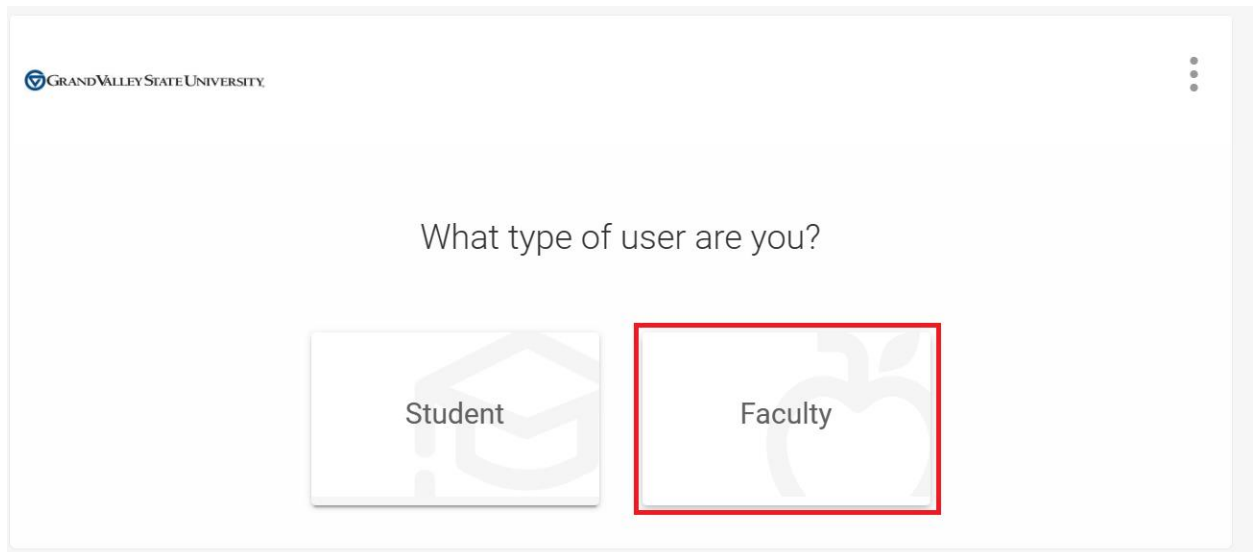


## TEST BOOKING APPROVAL

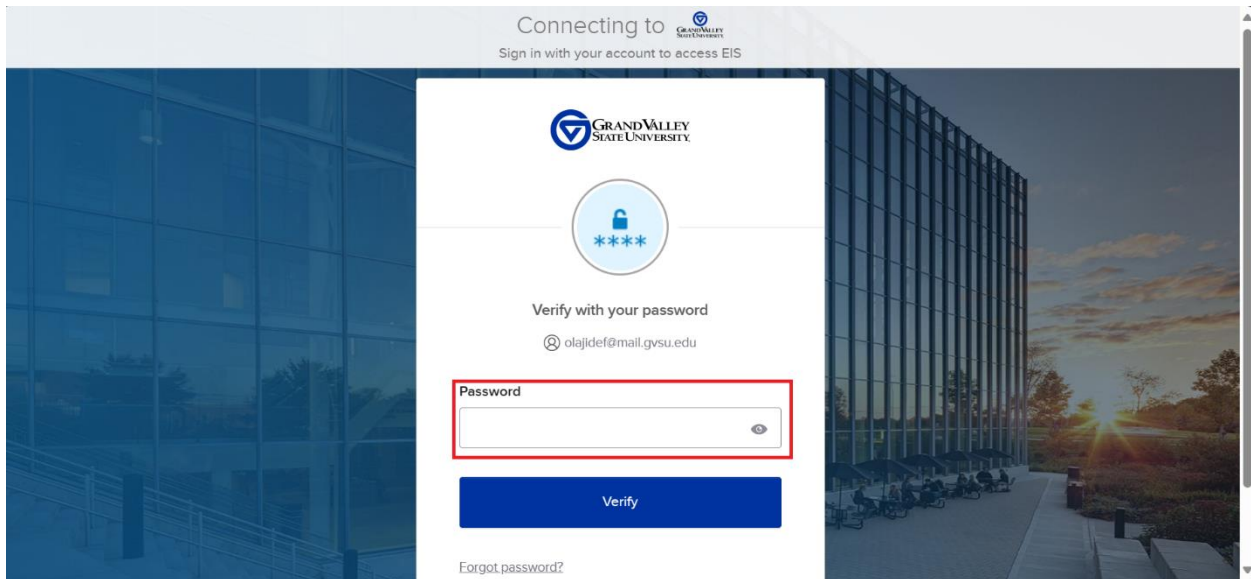
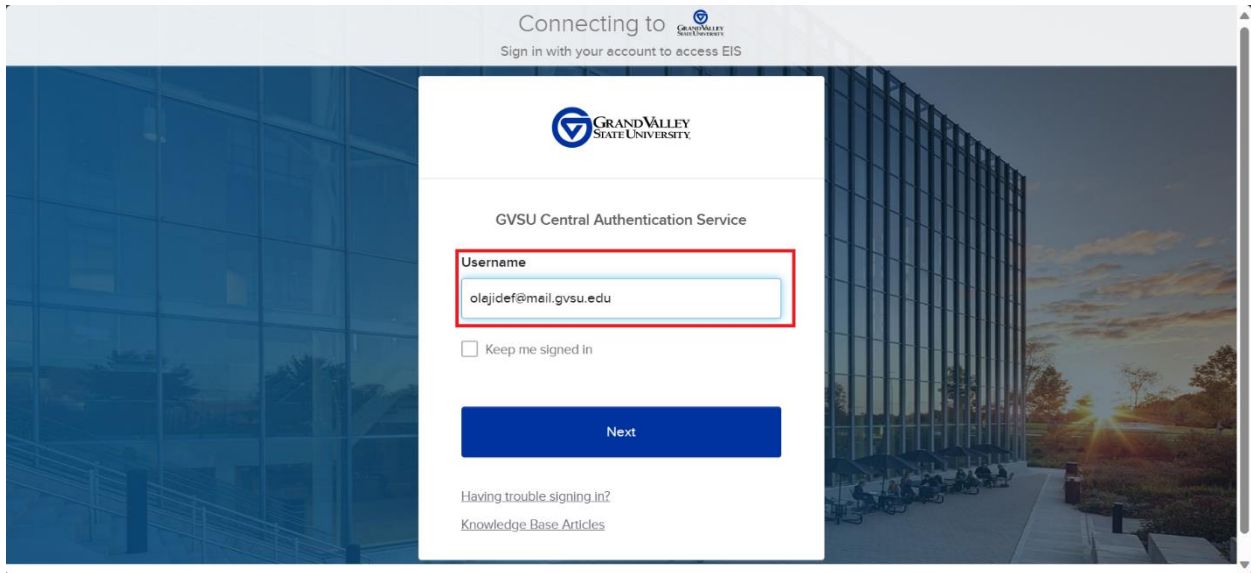
1. Upon submission of a test request by a student, an email is sent to the faculty in charge of the course as shown in the images below



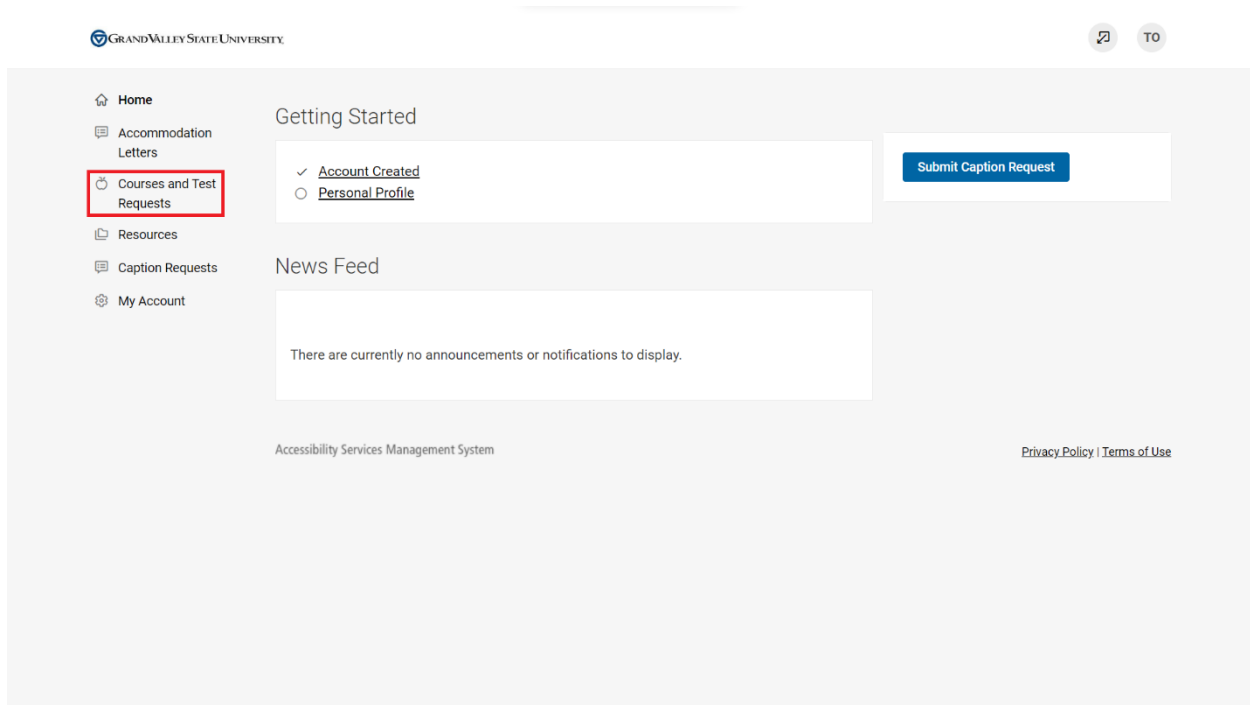
2. Upon receipt of the email, open your web browser and enter the link <https://gvsu-accommodate.symplcity.com/>
3. Select faculty in the options displayed



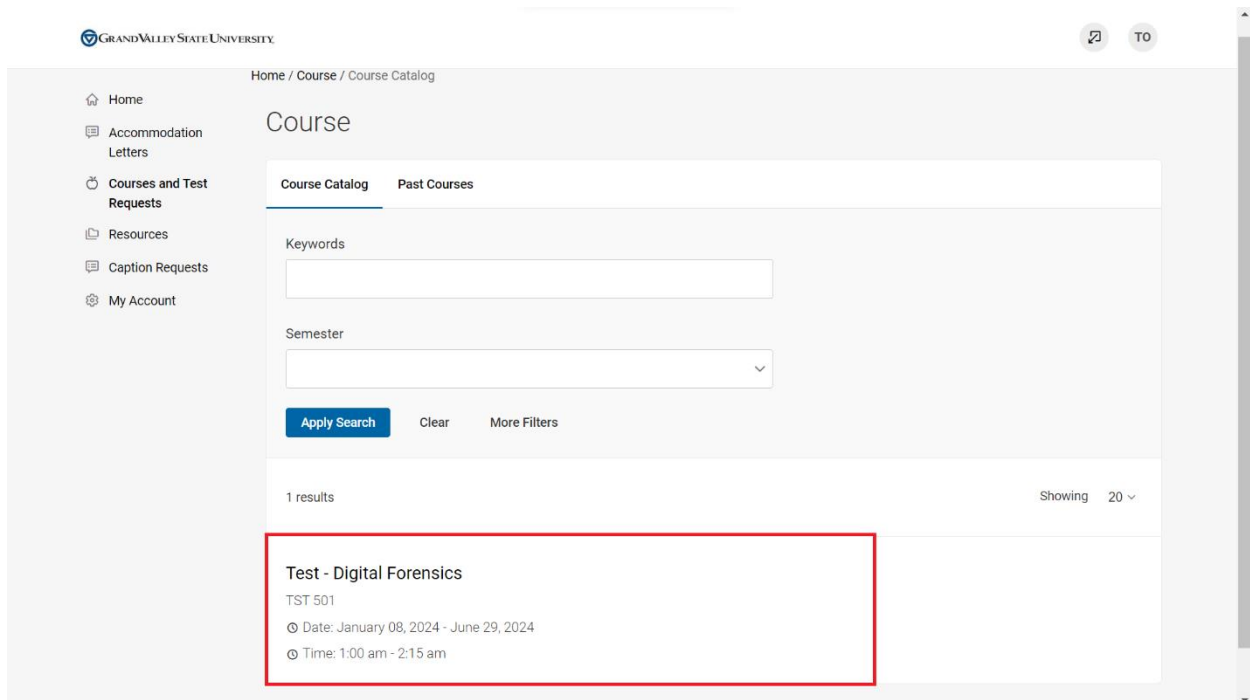
4. Login using your banner credentials: username and password



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.

GRAND VALLEY STATE UNIVERSITY

Home / Course / Course Details / Test Request

### Test - Digital Forensics (TST 501)

Course Details Enrolled Students **Test Request** Exam

Not Yet Scheduled Scheduled

Keywords

Apply Search

Batch Options 1 results Showing 20

**Fiyinfoluwa J Olajide**  
NOT AVAILABLE FOR TESTING. DO NOT BOOK  
January 29, 2024 - 3:00 pm

Accessibility Services Management System [Privacy Policy](#) | [Terms of Use](#)

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

GRAND VALLEY STATE UNIVERSITY

Home / Course / Course Details / Test Request

### Test - Digital Forensics (TST 501)

Course Details Enrolled Students **Test Request** Exam

Not Yet Scheduled Scheduled

Keywords

Apply Search

Batch Options 1 results Showing 20

**Fiyinfoluwa J Olajide**  
NOT AVAILABLE FOR TESTING. DO NOT BOOK  
January 29, 2024 - 3:00 pm

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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.

GRAND VALLEY STATE UNIVERSITY

Home  
Accommodation Letters  
Courses and Test Requests  
Resources  
Caption Requests  
My Account

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



\* indicates a required field

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

GRAND VALLEY STATE UNIVERSITY

Home  
Accommodation Letters  
Courses and Test Requests  
Resources  
Caption Requests  
My Account

### Faculty Section

Faculty Notes for DSR

Exam Delivery Method

Exam Return Method

Open Book?  
 Yes  No

Calculator Allowed?  
 Yes  No

What kind of calculator?  
 Basic Calculator  
 Scientific Calculator  
 Graphing Calculator

GRAND VALLEY STATE UNIVERSITY

Home  
Accommodation Letters  
Courses and Test Requests  
Resources  
Caption Requests  
My Account

Scientific Calculator  
 Graphing Calculator

Open Notes/Resources Allowed?  
Charts graph table provided by student or faculty  
 Yes  No

Scrantron exam?  
 Yes  No

Professor phone number for questions during exams

Attachment

Testing Appointment Approved  
 Yes  No

Accessibility Services Management System [Privacy Policy](#) | [Terms of Use](#)

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](mailto:olajidef@mail.gvsu.edu)