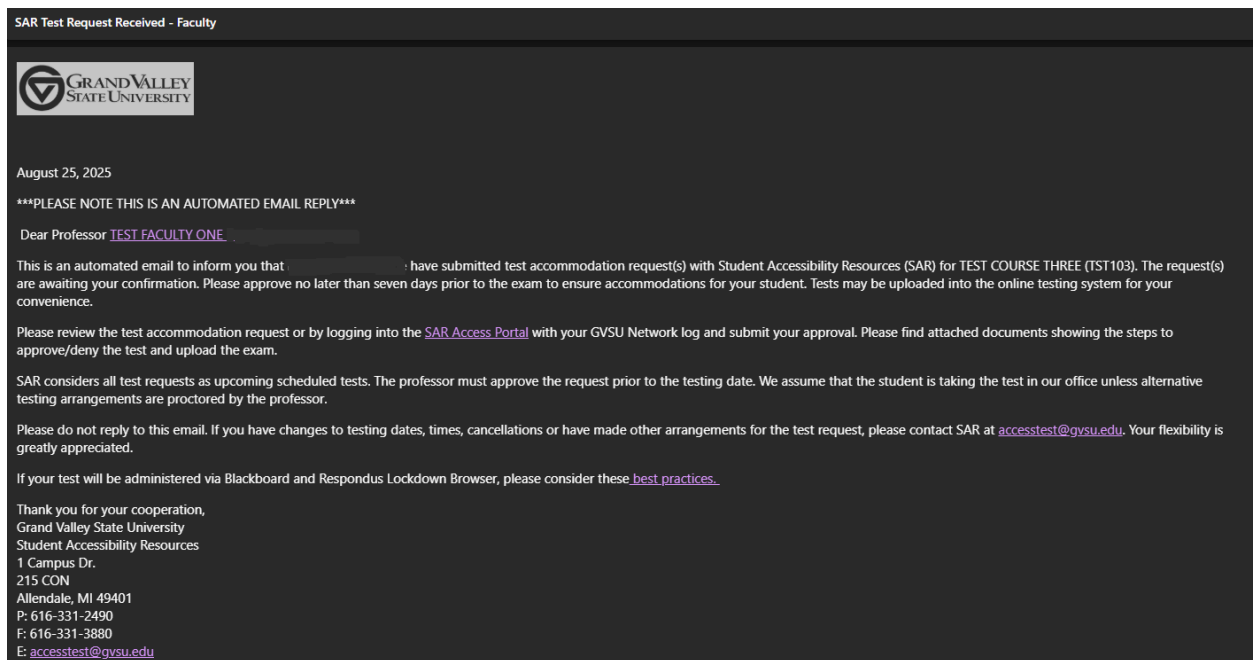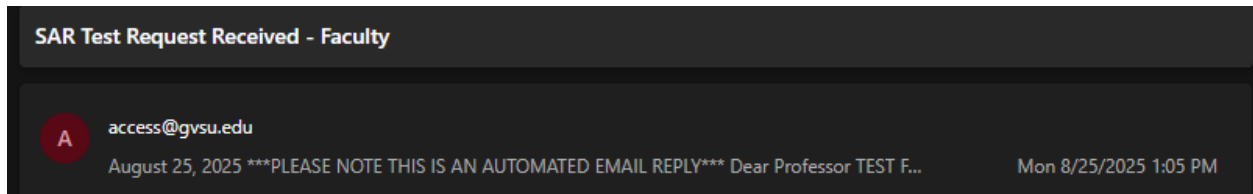# TEST BOOKING APPROVAL

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

SAR Test Request Received - Faculty

A access@gvsu.edu

August 25, 2025 ***PLEASE NOTE THIS IS AN AUTOMATED EMAIL REPLY*** Dear Professor TEST F...   Mon 8/25/2025 1:05 PM

SAR Test Request Received - Faculty

GRAND VALLEY STATE UNIVERSITY

August 25, 2025

PLEASE NOTE THIS IS AN AUTOMATED EMAIL REPLY

Dear Professor TEST FACULTY ONE

This is an automated email to inform you that _____ have submitted test accommodation request(s) with Student Accessibility Resources (SAR) for TEST COURSE THREE (TST103). The request(s) are awaiting your confirmation. Please approve no later than seven days prior to the exam to ensure accommodations for your student. Tests may be uploaded into the online testing system for your convenience.

Please review the test accommodation request or by logging into the SAR Access Portal with your GVSU Network log and submit your approval. Please find attached documents showing the steps to approve/deny the test and upload the exam.

SAR considers all test requests as upcoming scheduled tests. The professor must approve the request prior to the testing date. We assume that the student is taking the test in our office unless alternative testing arrangements are proctored by the professor.

Please do not reply to this email. If you have changes to testing dates, times, cancellations or have made other arrangements for the test request, please contact SAR at accesstest@gvsu.edu. Your flexibility is greatly appreciated.

If your test will be administered via Blackboard and Respondus Lockdown Browser, please consider these best practices.

Thank you for your cooperation,
Grand Valley State University
Student Accessibility Resources
1 Campus Dr.
215 CON
Allendale, MI 49401
P: 616-331-2490
F: 616-331-3880
E: accesstest@gvsu.edu

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

What type of user are you?

Student   Faculty

4. Login using your banner credentials: username and password

Connecting to [Grand Valley State University]
Sign in with your account to access EIS

GRAND VALLEY
STATE UNIVERSITY.

GVSU Central Authentication Service

Username

olajidef@mail.gvsu.edu

☐ Keep me signed in

Next

Having trouble signing in?
Knowledge Base Articles
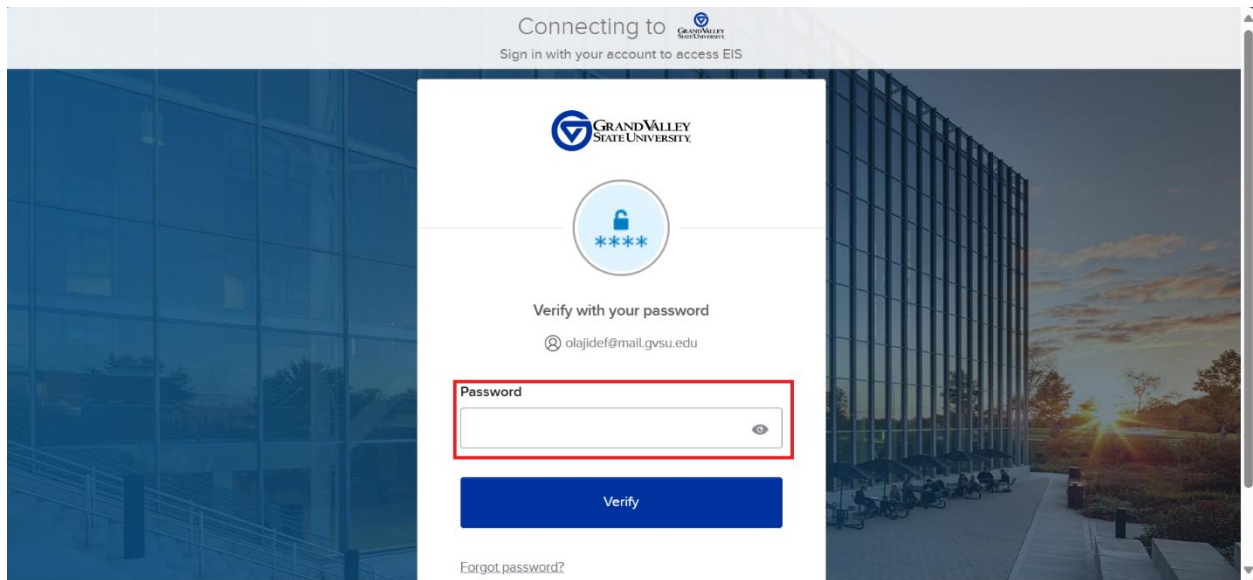
There are two methods to approve a test request after logging into the system.

METHOD 1

The steps are as follows:

1. On the home page, students test request that needs to be approved are visible under the heading "test room booking to review" as shown in the image below. Please note that the test request will be grouped by course. Expand the course to view student' request.
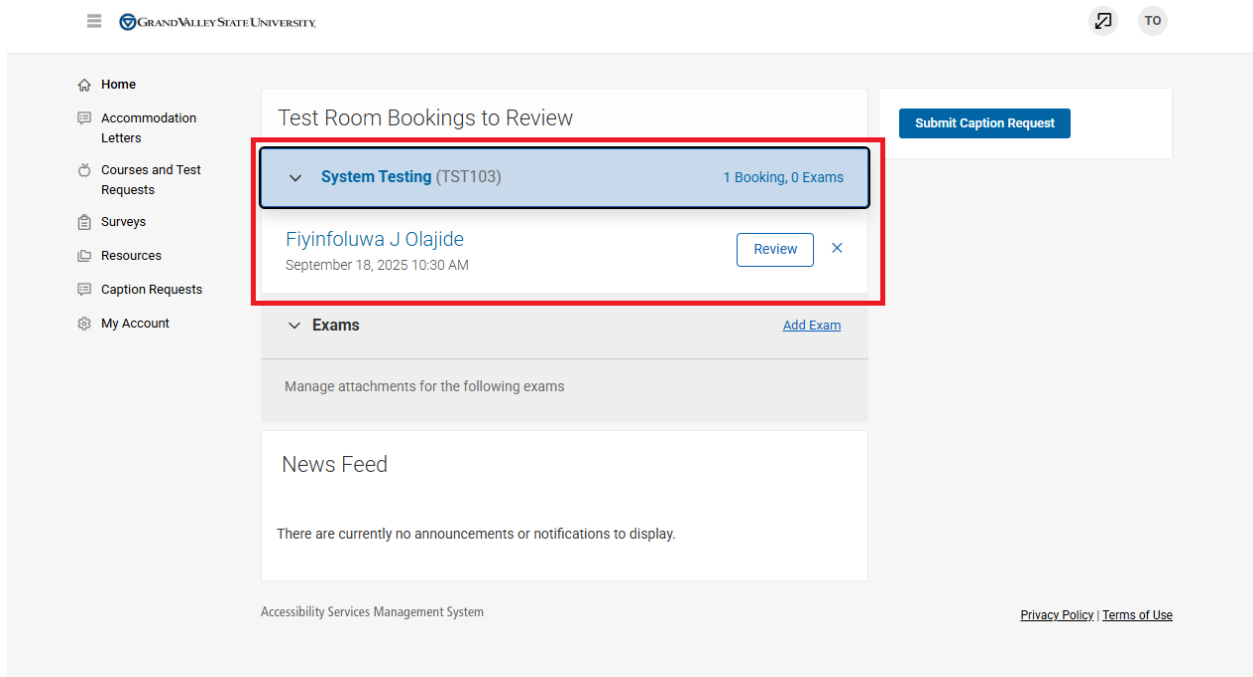
2. Click review for each test request to be approved/denied.

3. On the pop-up screen, select the decision on the test request submitted (approved/denied). Based on the decision, different fields will be displayed. Some of which include exam delivery method, exam return method and professor phone number.

Alternative Testing Room Booking

Student

Completing this field will cause the page to reload. All fields will retain their values.

John Doe

Testing Appointment Approved *

If this test is not approved, please provide information why the request is not being approved in the faculty notes for SAR textbox provided.

◉ Yes   ○ No

Testing Room

The Blue Connection (205)

Testing Date

Sep 18, 2025

Testing Time

10:30:00

Student Accommodations

Uncheck the accommodations that you do not plan to use for this test room booking.

☑ Extended time (2.0 times)

☑ Extended time (1.5 Times) with Limited Distractions

Length

In Minutes (This should reflect the course plus extended time)

| 100 | ⌄ |

Course

Completing this field will cause the page to reload. All fields will retain their values.

4. Click on the upload button if the exam delivery method selected for the test request is "upload in accommodate". We recommend uploading the exam before reviewing the test request. This is because any changes made to the test request will be discarded once the upload button is selected.

☐ Charts/Graphs/Tables (Provided by professor)

☐ Charts/Graphs/Tables (Provided by student)

☐ Enlarged Print

☐ Math Formulas

☐ Note Sheet/Card (list any specification in the additional information field)

☐ Open Book

☐ Open Notes

☐ Scantron/Bubble Sheet

What kind of calculator?

If student is allowed to use calculator, specify type below

[⌄]

Resources Approval Confirmation *

Kindly review the student's requested resources. Uncheck any resources that you do not approve for the student. If there are additional resources not listed, please specify in the faculty notes section.

☐ I acknowledge that I have reviewed the requested resources by the student and approve them.

Faculty Section

Exam Delivery Method *

[Upload in Accommodate   ⌄]

Exam Return Method *

[⌄]

Professor phone number for questions during exams *

Exam (Faculty Note)

[⌄]

Uploading an exam will close the booking form and open the exam form. Any changes to the booking will not be saved. Once the exam is created you can review the booking again and select the exam.

[Upload Button]

5. Fill out the "add new exam page" by providing the title of the exam (for example midterm exam), indicate if it is a final exam, upload the file attachment and select the start and end date for the exam. The start and end dates are used by Accommodate to link the exam with test requests of different students scheduled to take your exam within the

time frame you set. This would prevent you from uploading the same exam multiple times for different students. Click save.

Add New Exam   ✕

* indicates a required field

Exam

Course *

System Testing (TST103)

Title *

Midterm

Description

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

Attachments

☁
Drop or browse files to upload

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

Attachments

☁
Drop or browse files to upload

Files

📄 Testing Booking Approval - Faculty - Fall 2025.docx   🗑
      DOCX • 2.53 MB

Start Date *

The start and end date should reflect when you want your exam to be available to your SAR student(s).

2025-09-02   📅

End Date *

2025-11-07   📅

Save   Cancel

Return To Home

6. Click return to home

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

Attachments

☁

Drop or browse files to upload

Files

📄 Testing Booking Approval - Faculty - Fall 2025.docx
      DOCX • 2.53 MB   🗑

Start Date *

The start and end date should reflect when you want your exam to be available to your SAR student(s).

2025-09-02   📅

End Date *

2025-11-07   📅

Return To Home

7. Reopen the student test request and fill out the necessary information. Also review the length and student request resources field. Please note that the exam should be added to the test request as shown below. Click save.

Testing Appointment Approved *

If this test is not approved, please provide information why the request is not being approved in the faculty notes for SAR textbox provided.

◉ Yes ○ No

Testing Room

The Blue Connection (205)

Testing Date

Sep 18, 2025

Testing Time

10:30:00

Student Accommodations

Uncheck the accommodations that you do not plan to use for this test room booking.

☑ Extended time (2.0 times)

☑ Extended time (1.5 Times) with Limited Distractions

Length

In Minutes (This should reflect the course plus extended time)

| 100 | ⌄ |

Course

Completing this field will cause the page to reload. All fields will retain their values.

System Testing

Exam (Faculty Note)

Midterm ✕

| | ⌄ |

8. Once the changes have been saved, a success message will be displayed on the screen. Click return to home.

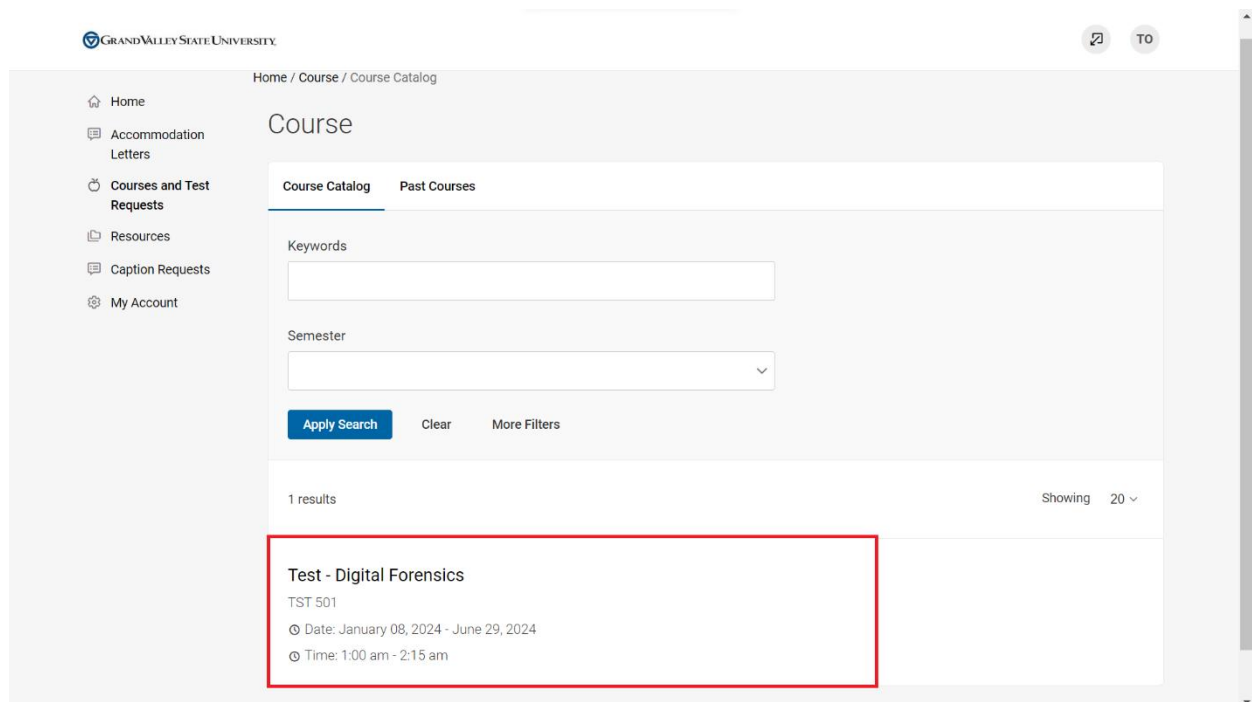9. On the home screen, the student's test request will be displayed with the status of the request as shown below

METHOD 2

1. On the home page, in the navigation pane to the left, click on "Course and Test Request"
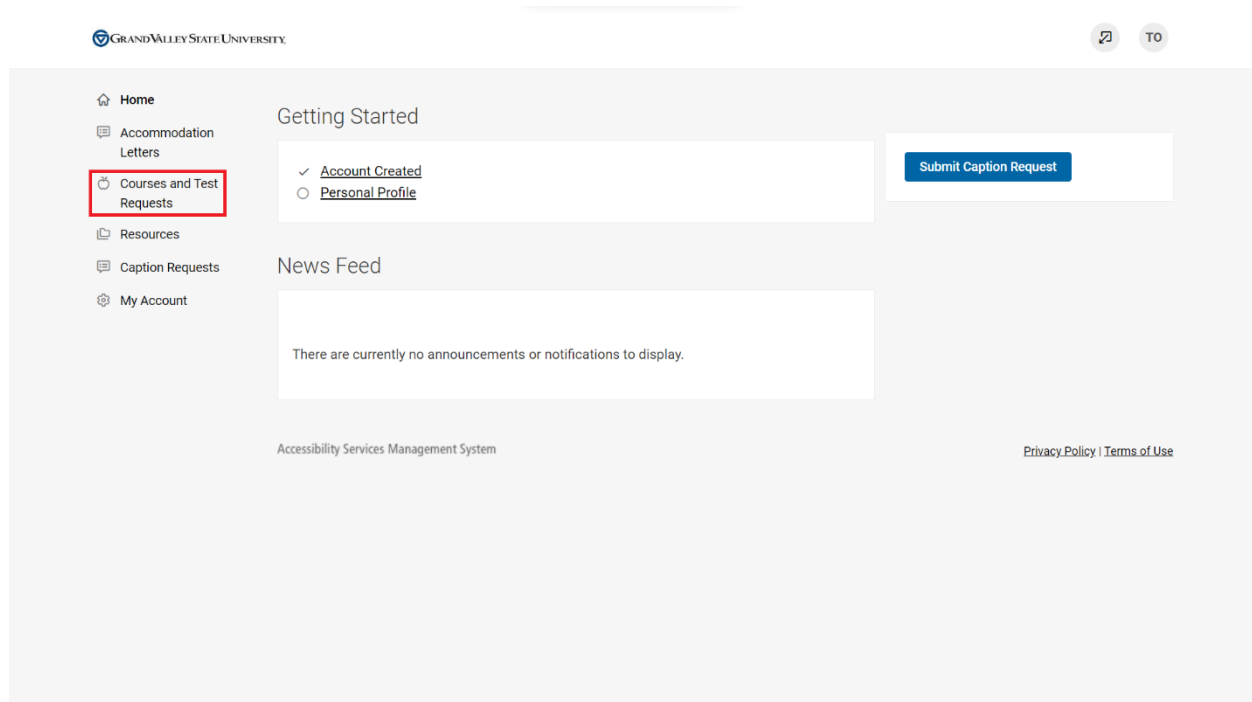
2. The list of all courses being taught is visible on the course catalog page as shown in the image below

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

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

5. Review the information entered by the student

6. 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.

7. Fill the "Upload New Exam" with the required information: title, description, start and end date of the exam, upload the file, and click submit request. The start and end date fields are used to link the uploaded exam with test requests of other students taking their exam within the specified duration.

Upload New Exam

×

* indicates a required field

Exam

Course *
System Testing (TST103)

Title *

midterm

Description

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

Attachments

Cancel   **Submit Request**

Upload New Exam ✕

Attachments

Drop files here to upload
Each file should be less than 1GB

Upload File

Testing Booking Approval - Faculty - Fall 2025.docx
2.53 MB ✕

Start Date *
The start and end date should reflect when you want your exam to be available to your SAR student(s).

2025-09-02

End Date *

2025-10-31

Cancel   Submit Request

8. Add additional information for SAR staff and answer all the questions related to the test request.

9. Upon approval or denial of the testing appointment, both the student and SAR are notified.

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