TEST BOOKING ON ACCOMMODATE

1. Open your web browser and enter the link https://gvsu-accommodate.symplicity.com/
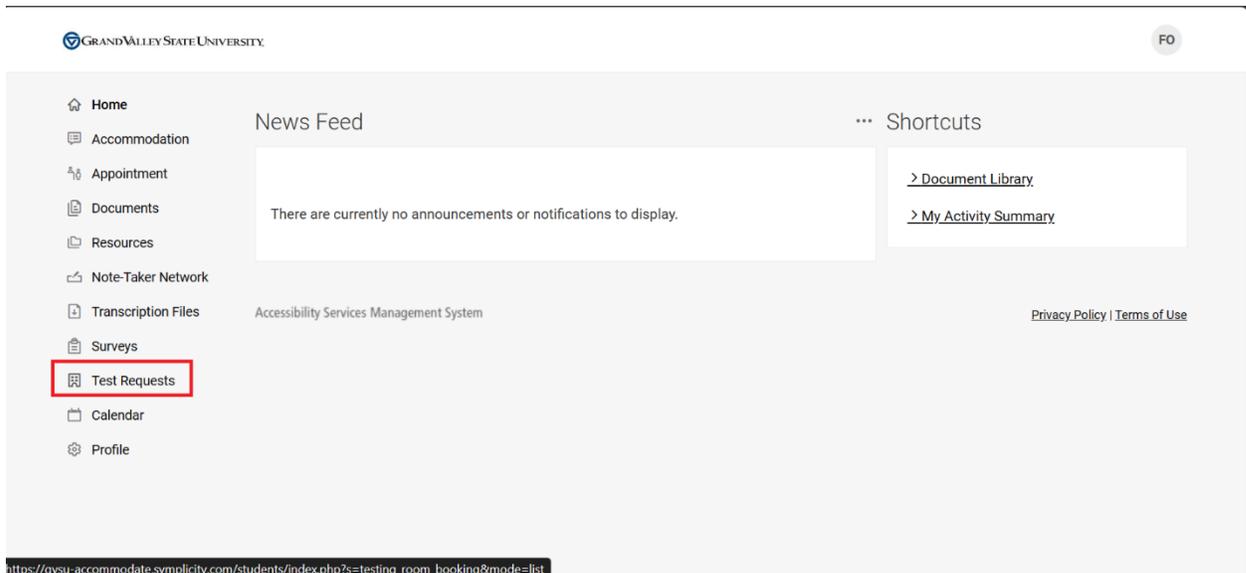2. Select student in the options displayed
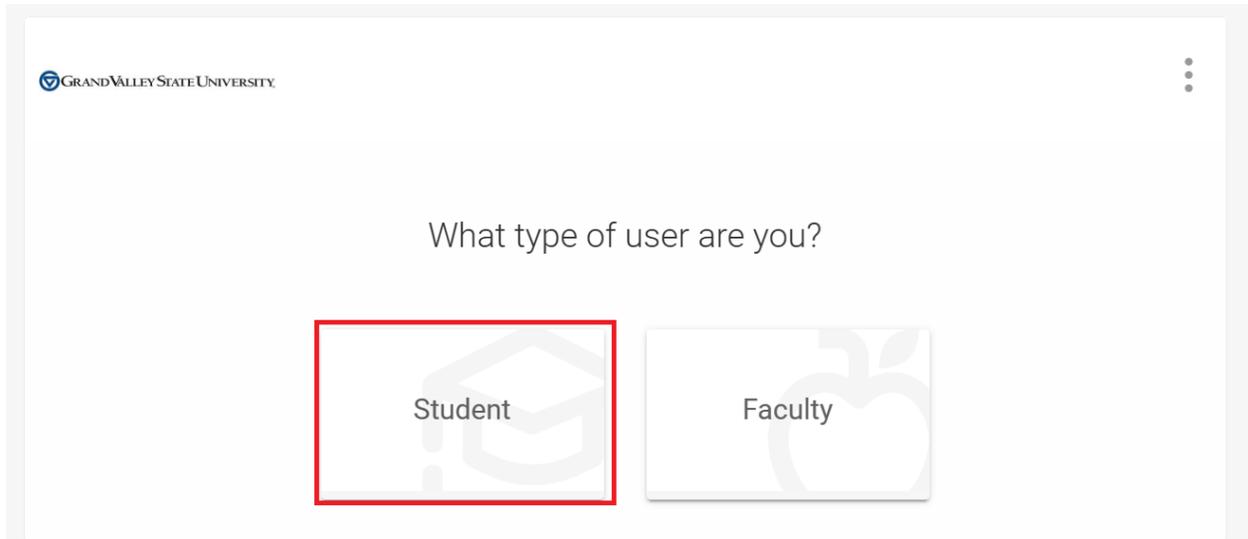
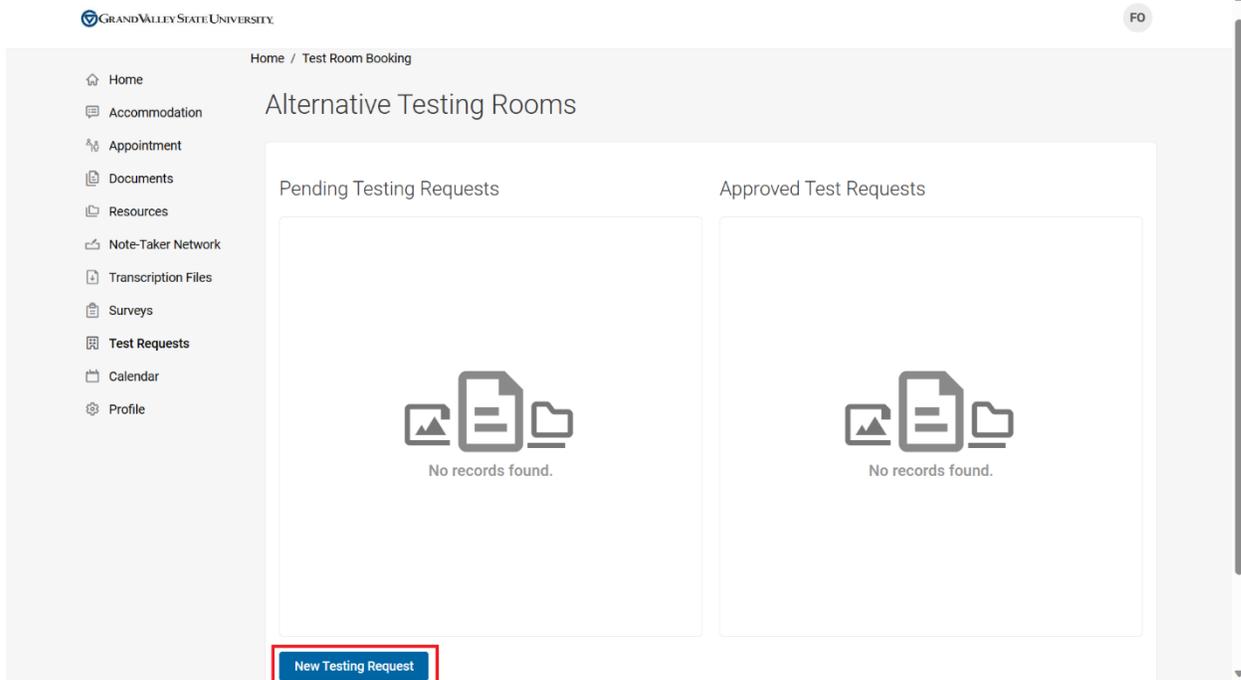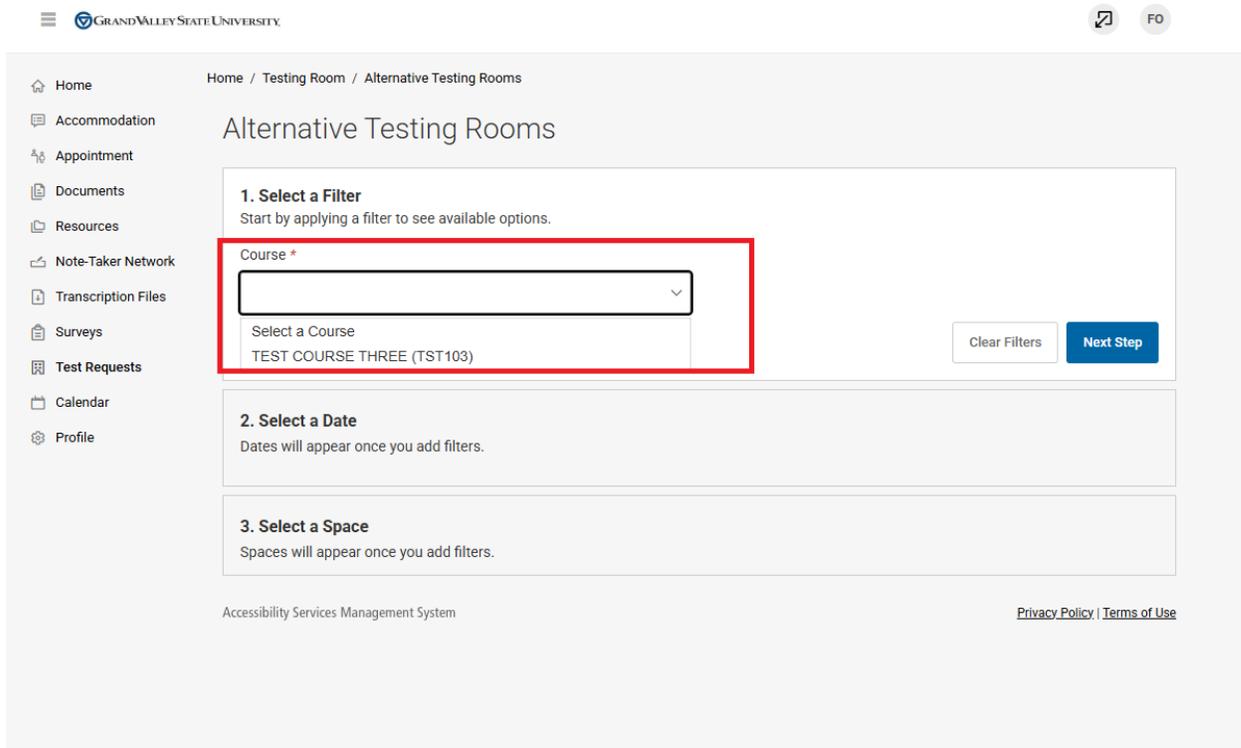3. Log in using your banner login details – username and password
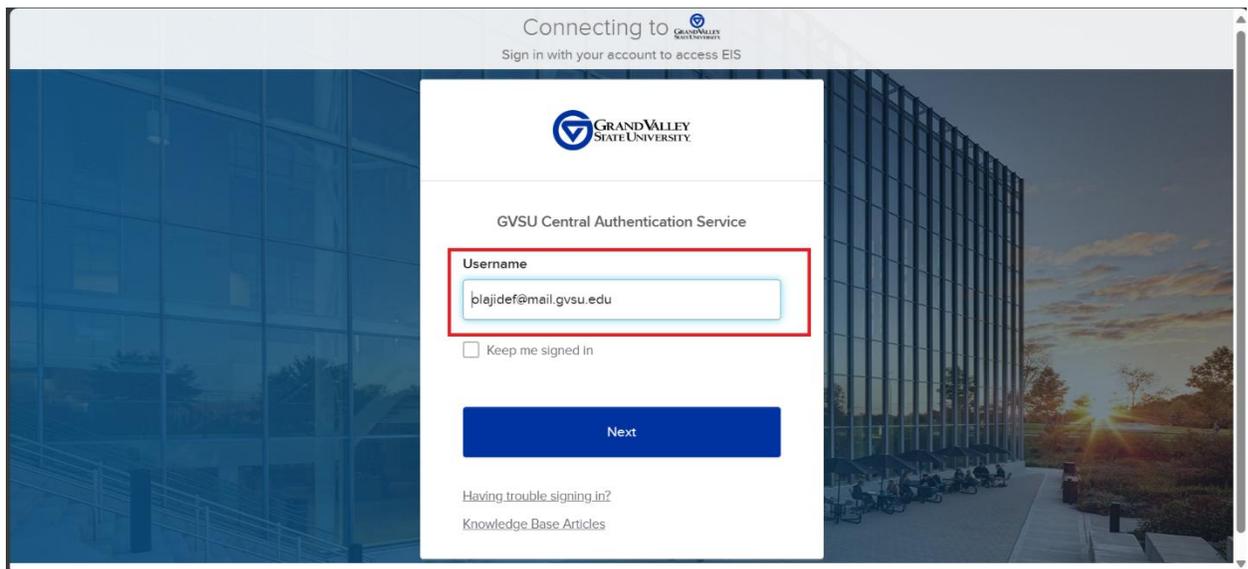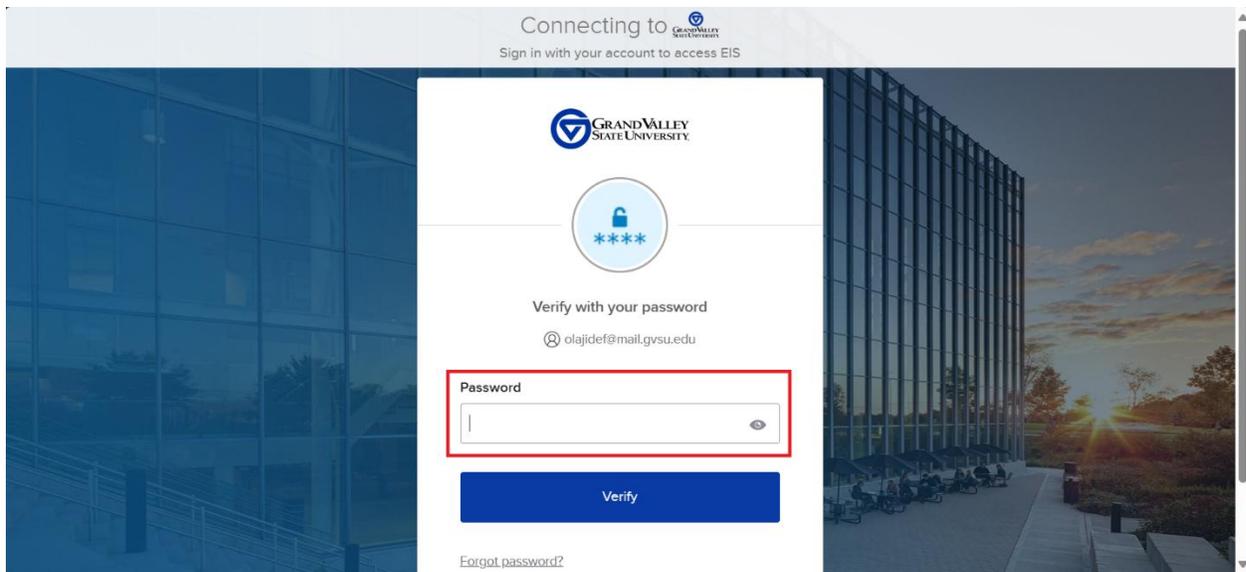
4. On the home page, in the navigation pane to the left click on 'Test Request' as highlighted in the image below. If the test request is not visible, kindly submit a semester request and reach out to your advisor.

5. Click "New Testing Request"

6. Select your course

7. Select a date to take your test/exam

2. Select a Date

Need to update the dates? Head back to step 1 filters to make changes.

8. Select a space to take your exam/test and a time that works best for you. Note that all classes held in Allendale must take their test/exam in Allendale.

9. You will receive a pop up to confirm your booking. On the confirm exam booking screen, select if it is a final exam. Also, scroll down the page to select the appropriate accommodation and resources needed during your exam.

Confirm Exam Booking ✕

Testing Room
The Blue Connection (205)

Course
TEST COURSE THREE (TST103)

Testing Date
September 18, 2025

Testing Time
10:30 am

Length
Amount of time you will be given in the testing room
100

Final Exam *
○ Yes   ○ No

End Time
12:10 pm

Accommodations Needed
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
Unavailable Accommodations

10. Before submitting your exam request, please add any additional details in the space provided. Once complete, click "Submit Request".

☑ Extended time (2.0 times)
☑ Extended time (1.5 Times) with Limited Distractions

Unavailable Accommodations
Any available accommodation is allowed in this room.

Choose the resources you are requesting, pending Professor approval:

☐ Calculator

☐ 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

Do you need a reader for this exam? *

○ Yes   ○ No

Please enter any additional information...   .
about the accommodations or resources you are requesting (word processor, program/version, print font and size)

[text area]

Submit Request

11. One the test is submitted; it will be visible under the pending request as shown in the image below. You will receive a confirmation via email for your exam request submission.

Pending Testing Requests

1 results

T(	**The Blue Connection (205)** ⋮
	TEST COURSE THREE
	September 18, 2025 10:30 am
	The Blue Connection 4152 Calder Dr. Allendale, MI 49401 US
	Extended time (2.0 times), Extended time (1.5 Times) with Limited Distractions

New Testing Request

Approved Test Requests

No records found.

12. Upon approval by your professor, the test will show under the approved test request.

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

Thank you