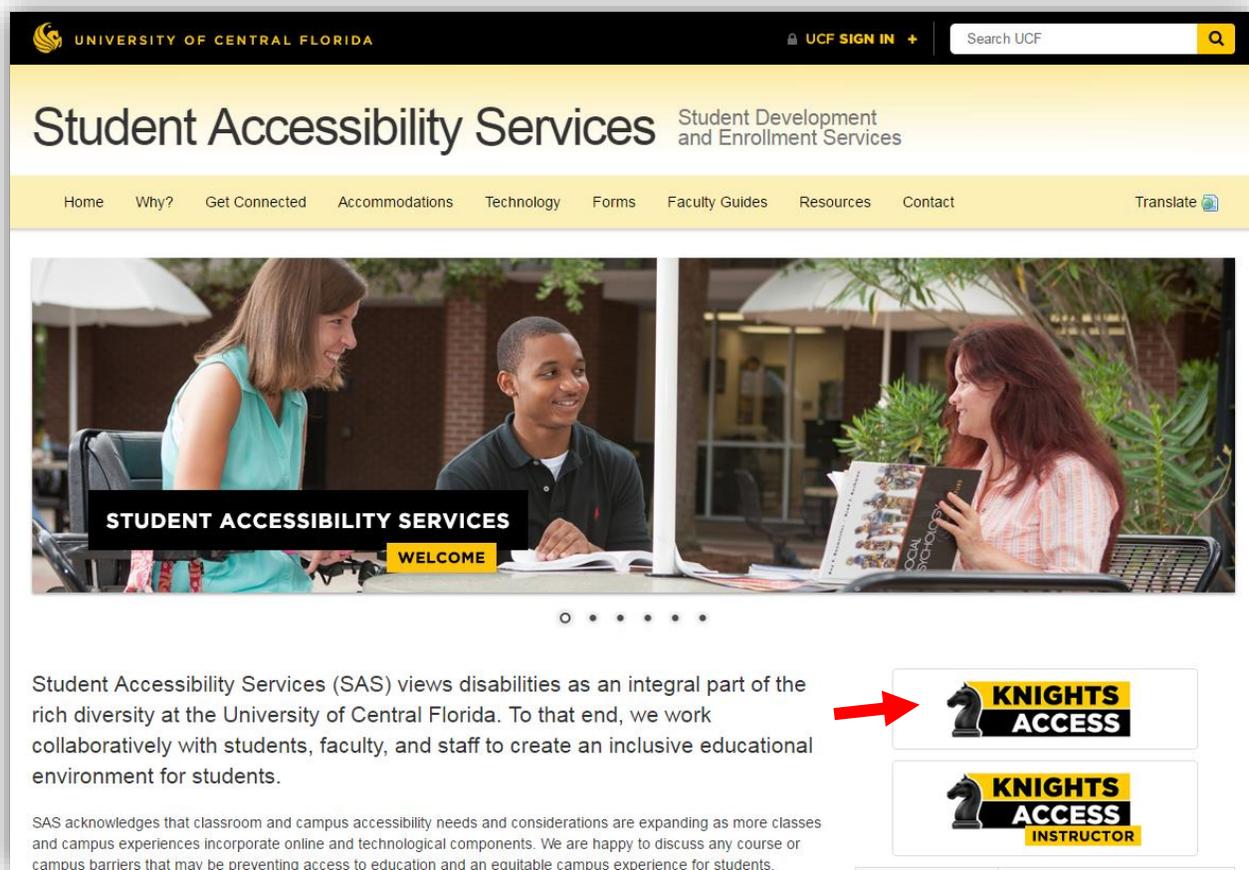# How to Submit an Exam Request

Before submitting an Exam Request, make sure you have already submitted your Accommodation Request. For instructions on how to submit an Accommodation Request, please visit http://sas.sdes.ucf.edu/forms.

Please note: All exam requests must be submitted by 5:00 PM at least 5 business days before the date of your exam. For instructions on submitting a late exam request, please visit http://sas.sdes.ucf.edu/exams.

Step 1:

Visit the SAS website, and select the **Knights Access Portal** (Figure 1).

Figure 2: SAS website with red arrow pointing to Knights Access Portal

Step 2:

Sign on to Knights Access using your NID and NID password (Figure 2).
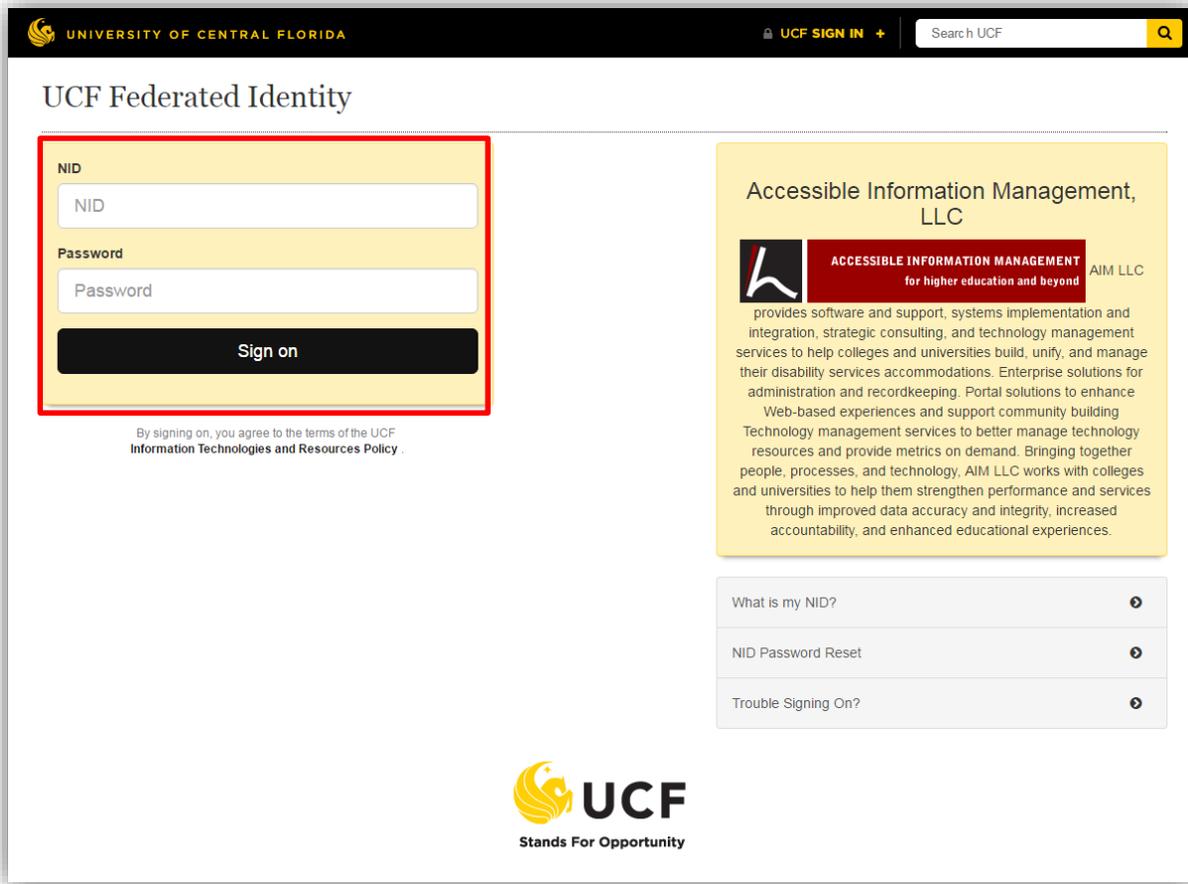

Figure 2: Knights Access Log in page screenshot with red box around the NID and NID password

Step 3:

Navigate to the menu on the left with the heading, 'My Accommodations' (Figure 3).

Select '**Alternative Testing.**'

Figure 3: My Accommodations menu screenshot. Red box around the option 'Alternative Testing'

Step 4:

Navigate to the heading 'Alternative Testing Contract(s).' From the drop down box select the class for which you wish to schedule an exam (Figure 4).
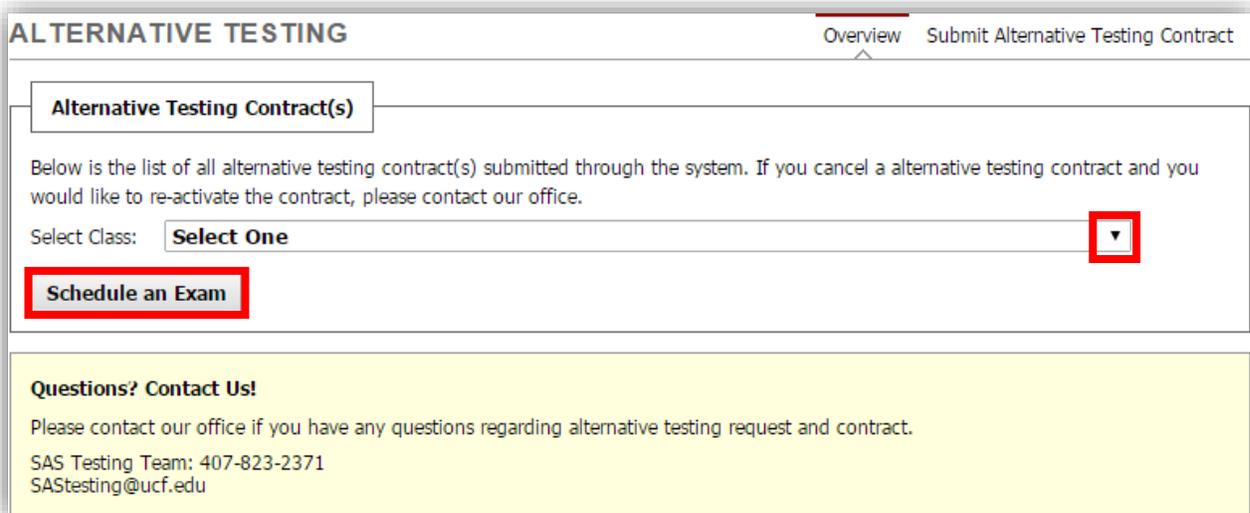
Then, select '**Schedule an Exam.**'

Figure 4: Schedule an Exam screenshot. Image is of the 'Select Class' drop down box and the 'Schedule an Exam' button.

Step 5:

Scroll down to the heading 'Exam Detail' and fill out the required information in this section (Figure 5). Be sure to select the correct exam date and time according to your class syllabus.

*Important note: You must receive approval from your professor if you request to take your exam at an alternate date or time than what is stated on the class syllabus.

Under the heading 'Services Requested,' be sure to select which testing accommodations you wish to use for this specific exam.

If you have any specific requests or questions, you may enter this information in the 'Additional Note' text box. For example, if you are requesting to take the exam at a different date or time than the class, you can enter that information here. **Remember, requesting an alternate date or time must first be approved by your professor. You are responsible for initiating this conversation with your professor.**

Please be advised that if you have a time-sensitive question you should call or send an email to SAStesting@ucf.edu as soon as possible.

To submit, select '**Add Exam Request**'

Figure 5: Exam Detail screenshot. Required fields are: Select Class, Request Type, Campus Location, Date, Time, and Services Requested. Additional Note is also pictured here but is not a required field.

Step 6:

The page should display a checkmark stating that the system has successfully processed your request (Figure 6).
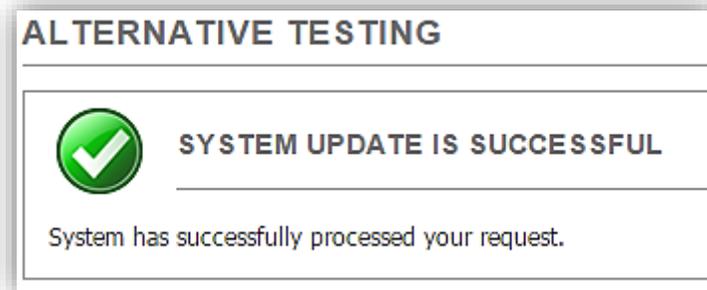

Figure 6: System successfully processed request screenshot

Then, scroll to the bottom of the page to review the list of exam requests you have already submitted (Figure 7).
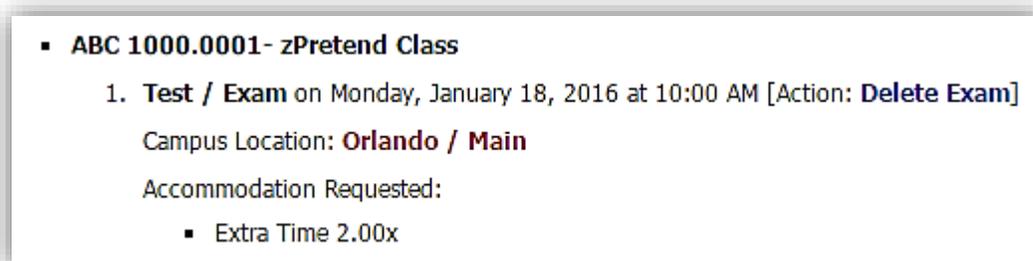

Figure 7: Booked exam screenshot. The course prefix, number, section and name of class will be displayed along with the type of exam. Also displayed is the date and time of the exam, the Campus Location, and Accommodation(s) requested.

Questions? Contact Us!
Call: 407-823-6678
Email: SAStesting@ucf.edu