

Testing Procedures - Online Business Exams

- Students must submit their Accommodation Request to SAS prior to using their academic accommodations. Submitting this request and having the Course Accessibility Letter sent does not constitute as a test request.
- Students who choose to use their accommodations at SAS, need to submit an Exam Request via Knights Access. Visit the SAS website: <http://sas.sdes.ucf.edu> > select Knights Access > select Alternative Testing > select the course > complete the testing information at the bottom of the page > submit the form. Wait for the green check mark to be displayed to know the request went through.
- The extended time accommodation is the only accommodation which can be provided at the CBA Keon Testing Center. No other accommodations will be provided at the CBA Keon Testing Center. To request extended time in the CBA Keon Testing Center, please visit the following SAS webpage and submit the *CBA Keon Testing Center Extended Time Accommodation Form*, <http://sas.sdes.ucf.edu/form-keon> . **Please allow 24 - 48 hours for processing.**
- Students who chose to complete their exams at the CBA Keon Testing Center with accommodations, and later decide that they would prefer to use their accommodations at SAS, are welcome to submit an Exam Request to SAS.
- As with all tests at SAS, students must schedule and complete CBA Webcourses@UCF exams/quizzes within SAS testing hours (Monday through Thursday, 7:30 a.m. – 9:00 p.m.; Friday 7:30 a.m. – 5:00 p.m.) Final exams will have extended hours, however Summer term finals will not have extended hours. **SAS is not open weekends.**
- Students are expected to submit Exam Requests to SAS 5 business days prior to the exam date selected. Exam dates selected must fall within the dates and time that your professor has scheduled the exam for the class.
- Submitting an Exam Request less than 5 business days prior to the date selected may be deemed an unreasonable request. SAS directs students to take the exam with the class if they submit an unreasonable request. SAS will allow the exam to be rescheduled *only if* the professor permits it.
- Some CBA Keon Testing Center exams can now be taken at select UCF Regional Campuses. Please check your syllabus, the Keon Testing Center website, or with your professor for approved campuses.