How to Submit an Late 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 1: Knights Access Logo

Step 2:

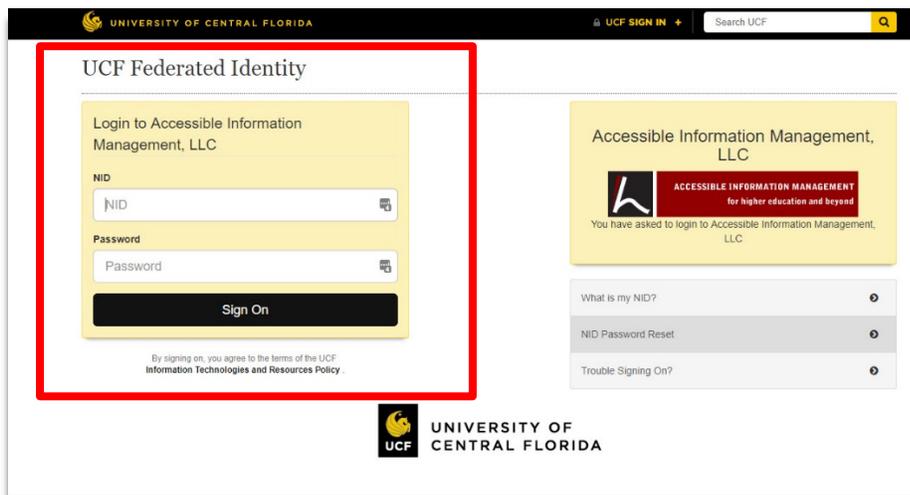Sign on to Knights Access using your NID and NID password (Figure 2).

Figure 2: Knights Access Login 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 with a red box around 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.**

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. There is a red arrow pointing at 'Services Requested' and a red box around the 'Add Exam Request' button.

Step 6:

The page will display the heading 'Late Exam Notice' indicating that the exam request is late (Figure 6). Please read the late exam policy.

Remember to check your Knights email account for a notification regarding the status of your late test request.

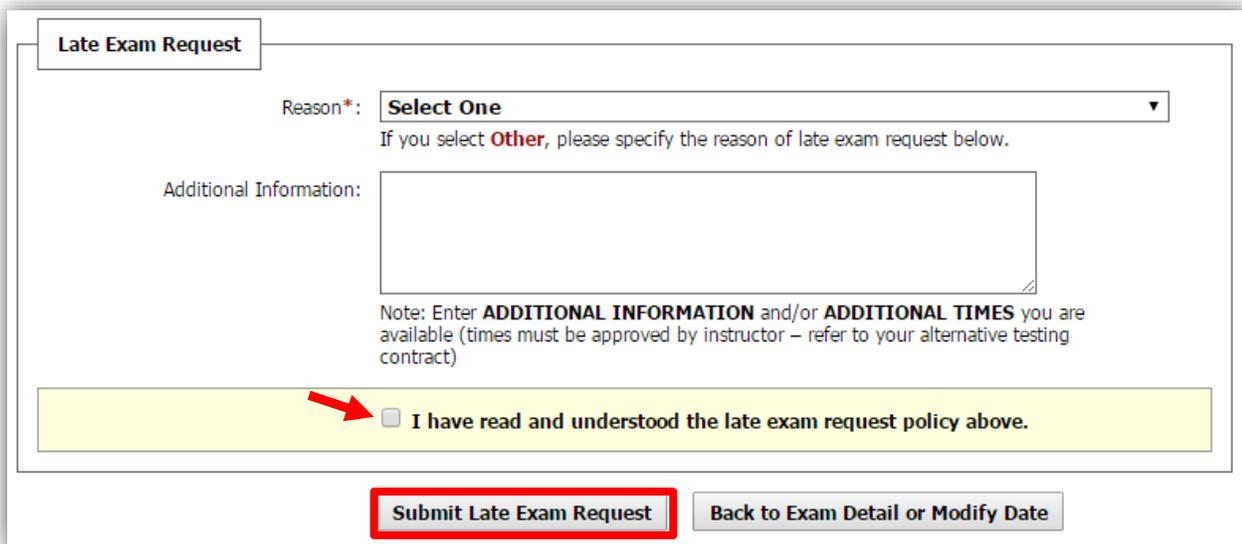*Figure 6: Late Exam Notice and policy screenshot indicating that your exam request is late.*

Step 7:

Then, navigate to the heading 'Late Exam Request' located beneath the 'Late Exam Notice' (Figure 7).

Fill out the required information in this section. Choose from the drop down menu the reason for the late request. If you have selected 'Other' as your reason or if you have any additional information regarding this late request, please enter that information in the 'Additional Information' text box.

Select the box '**I have read and understood the late exam request policy above**.'

Then, select '**Submit Late Exam Request.**'

Figure 7: Late Exam Request screenshot.

Step 8:

The next page will display a checkmark indicating that the system has processed your request successfully (Figure 8). However, it is important to remember that your late test request has not yet been approved.
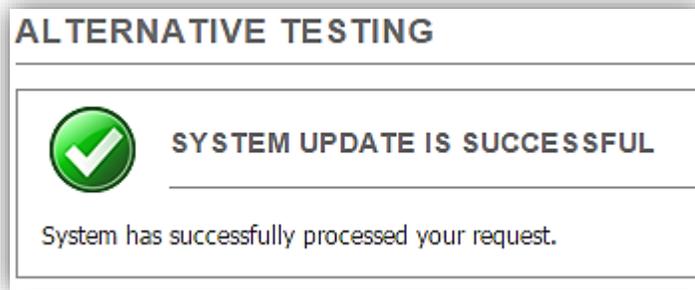

Figure 8: System update is successful screenshot.

Step 9:

Scroll down to the heading 'Upcoming Exam Request(s) for the Current Class.' Your late request will indicate that the status is 'Processing' and that it is a late test request that is not yet approved (Figure 9).
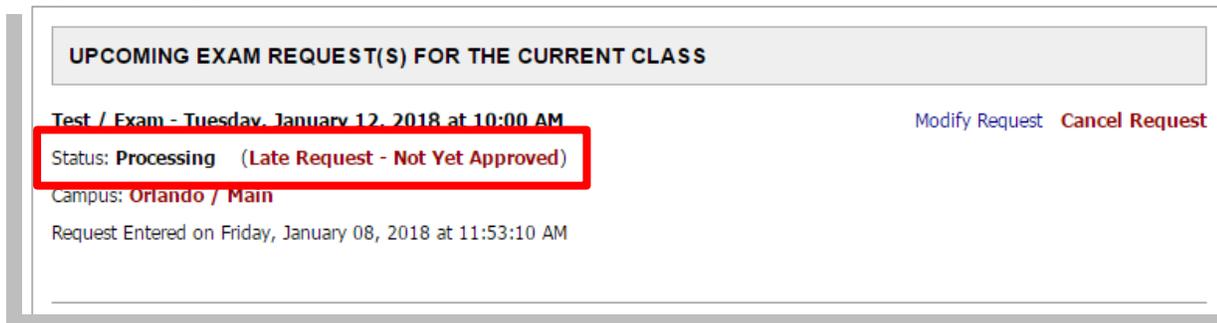

Figure 9: Upcoming Exam Requests for the Current Term screenshot.

Step 10:

In addition to checking your Knights email account for the notification email, you can also check the status of your late test request by clicking on '**Alternative Testing**' from the My Dashboard page.

Then, scroll down to the heading 'Upcoming Exam Request(s) for the Current Term.'

If the late request has been approved, the status will change to 'Approved' (Figure 10).
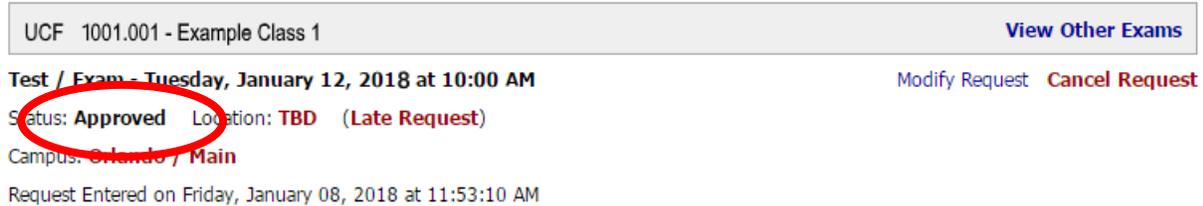
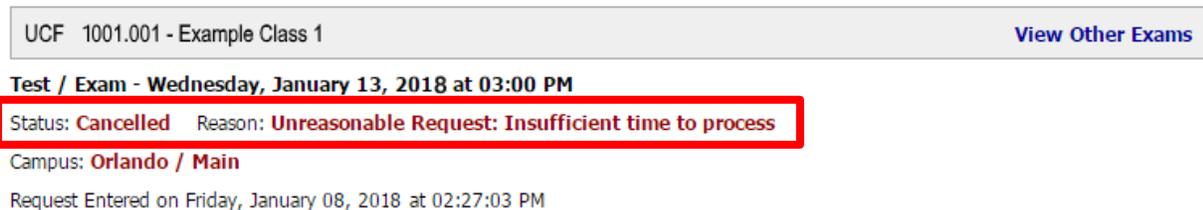| UCF 1001.001 - Example Class 1	View Other Exams
Test / Exam - Tuesday, January 12, 2018 at 10:00 AM	Modify Request Cancel Request
Status: Approved Location: TBD (Late Request)	
Campus: Orlando / Main	
Request Entered on Friday, January 08, 2018 at 11:53:10 AM	

Figure 10: Late Test Request Status: Approved screenshot.

If the late request has been denied, the status will change to 'Cancelled.' The reason for why the request was denied will be displayed (Figure 11).

UCF 1001.001 - Example Class 1	View Other Exams
Test / Exam - Wednesday, January 13, 2018 at 03:00 PM	
Status: Cancelled Reason: Unreasonable Request: Insufficient time to process	
Campus: Orlando / Main	
Request Entered on Friday, January 08, 2018 at 02:27:03 PM	

Figure 11: Late Test Request Status: Denied (Cancelled) screenshot.

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