



## 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 <https://sas.sdes.ucf.edu/course-accessibility-letter-request/>.

**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).

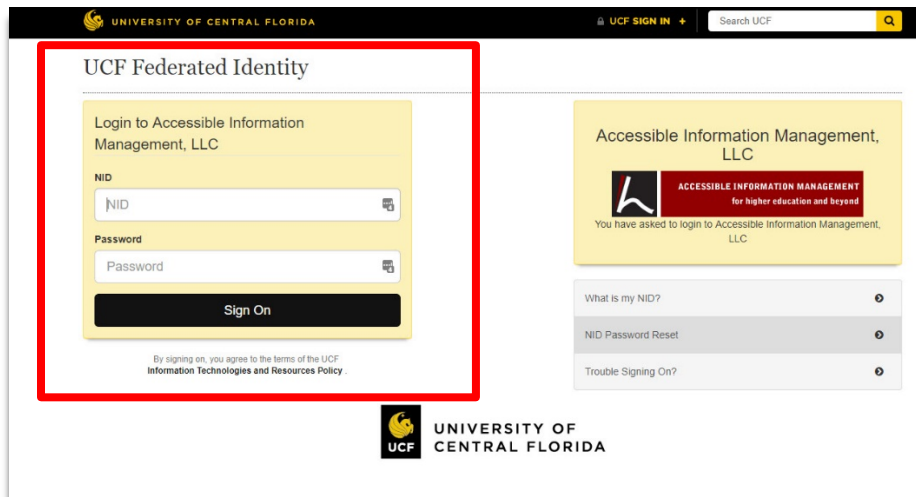


Figure 2: Knights Access Login page screenshot with red box around the NID and NID password

### Step 3:

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

Select 'Alternative Testing'

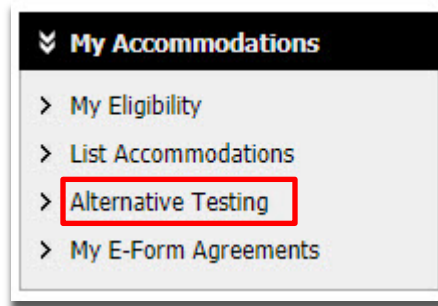


Figure 3: My Accommodations menu screenshot. Red box around the option 'Alternative Testing'

### 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'

#### ALTERNATIVE TESTING

**Alternative Testing Contract(s)**

Below is the list of all alternative testing contract(s) submitted through the system. If you cancel a alternative testing contract and you would like to re-activate the contract, please contact our office.

Select Class:  ▼

**Questions? Contact Us!**

Please contact our office if you have any questions regarding Alternative Testing request.

SAS Testing Team: 407-823-2371  
SAStesting@ucf.edu

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’

The screenshot shows the 'Exam Detail' form with the following elements:

- Select Class\*:** UCF 1001.0001- Example Course 1
- Request Type\*:** Select One
- View: Exam Schedule Availability** button
- Campus Location\*:** Select One
- The location must match the campus where your class takes place.**
- Date\*:** [Empty text box]
- Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).**
- Time\*:** Select [dropdown] Select [dropdown]
- Services Requested\*:**  Distraction-Reduced Environment  Extra Time 1.50x
- Additional Note:** [Empty text box]
- Add Exam Request** button (highlighted with a red box)
- Back to Testing Requests Overview** button

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

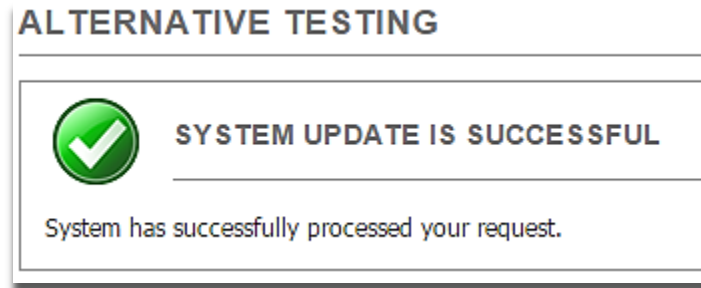


Figure 6: System successfully processed request screenshot

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

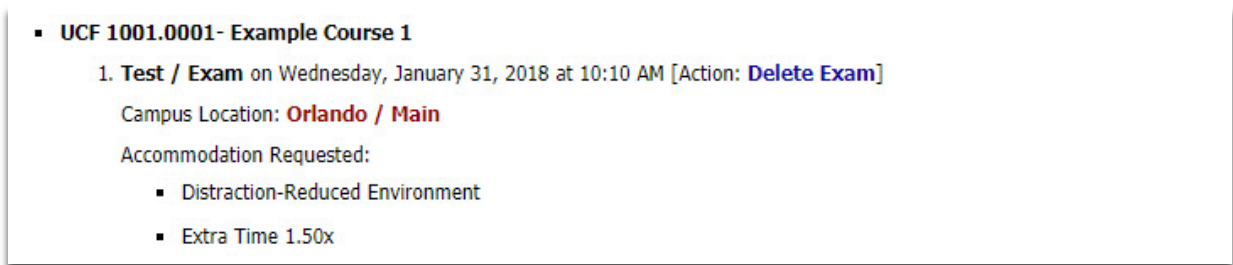


Figure 7: Booked exam screenshot. The course prefix, number, section and name of class will be displayed along with the type of exam. Also displayed is the date and time of the exam, the Campus Location, and Accommodation(s) requested.

**Questions? Contact Us!**  
**Call: 407-823-6678**  
**Email: [SAStesting@ucf.edu](mailto:SAStesting@ucf.edu)**