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/](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](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](image)

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](image)
Step 3:

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

Select ‘Alternative Testing’

![My Accommodations menu screenshot. Red box around the option ‘Alternative Testing’](image)

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’

![Schedule an Exam screenshot with a red box around the ‘Select Class’ drop down box and the ‘Schedule an Exam’ button.](image)
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’
Step 6:

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

![System successfully processed request screenshot](image)

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

![Booked exam screenshot](image)

Questions? Contact Us!
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