



UNIVERSITY OF  
CENTRAL FLORIDA

STUDENT ACCESSIBILITY SERVICES

# How to Submit an Exam Request

Before submitting an Exam Request, make sure you have already submitted your Accommodation Request.

**Please note: All exam requests must be submitted by 5:00pm at least 5 business days prior before the date of your exam.**

## Step 1:

Visit the SAS Website at <https://sas.sdes.ucf.edu/> and select the Knights Access Portal in (Figure 1).



Figure 1: Knights Access Logo

## Step 2:

Sign into Knight's Access using your NID and NID password (Figure 2)

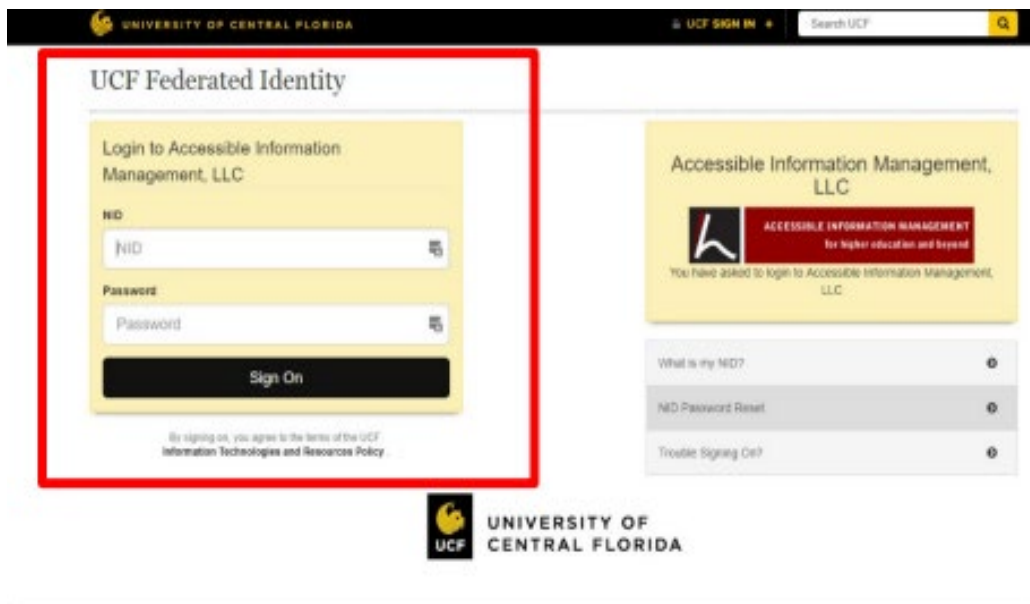


Figure 2: Knights Access Login page screenshot with red box around the NID and NID password

### Step 3:

Navigate to the menu on the left with the heading “Accommodations” and select Alternative Testing as show in (Figure 3). Then select which course you would like to schedule your exam for.

ALTERNATIVE TESTING

LOGIN AS USER

BACK TO MY PROFILE >

MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > Information Release Consents
- > Login and Security
- > My Documents
- > My Files
- > My Eligibility
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

ACCOMMODATIONS

- > List Requests
- > Alternative Testing

MY DASHBOARD >> ALTERNATIVE TESTING

SCHEDULE AN EXAM

Select Course: Select One

SCHEDULE AN EXAM >

UPCOMING EXAMS

No Upcoming Exams Scheduled

Figure 3: Schedule an Exam screenshot with a red box around the ‘Select Class’ drop down box and the ‘Schedule an Exam’ button.

### Step 4: Please fill out the required information in this section labeled “Exam Request” (Figure 4).

EXAM REQUEST

Exam Type \* :  
Select One

Campus \* :  
Select One

Date \* :  
mm/dd/yyyy

Time \* :  
Select Select

Standard Length Of Exam (In Minutes) \* :  
0

Services Requested (As Applicable) \* :  
Hint: You are required to make a minimum of 1 selections.

Total Exam Length:  
0 Minutes

Exam Ends At:  
Not Available

Additional Note:

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 “Schedule an Exam.”**

Figure 4: 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 5:**

Once everything is in order, the website should show a checkmark indicating that the system has processed your request, as illustrated in the image below. You may also check the forthcoming courses for which you have made a request.

*Figure 5: System successfully processed request screenshot. 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.*

 >> MY DASHBOARD >> **SCHEDULE AN EXAM**



**SUCCESS! YOUR ACTION HAS BEEN COMPLETED**

The system has successfully saved your action.

**SAS 1236.0001 - TESTING CLASS (CRN: UCF 267)**

**UPCOMING EXAMS**

- **Final on Thursday, December 28, 2023**  
Time: 08:10 AM - 11:10 AM (180)

