



UNIVERSITY OF  
CENTRAL FLORIDA

STUDENT ACCESSIBILITY SERVICES

## How to Submit a Late 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 5:00 PM at least 5 business days 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)

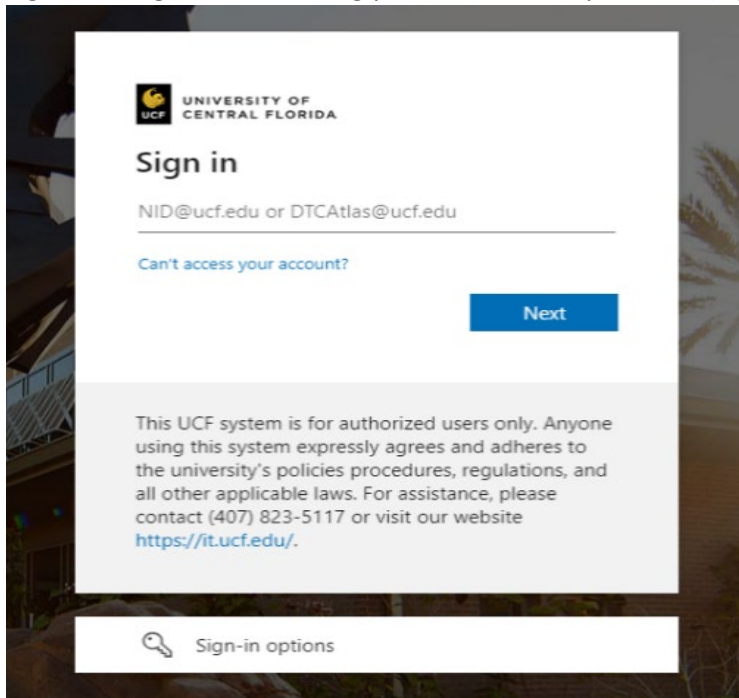


Figure 2: Knights Access Login page screenshot

**Step 3:**

Navigate to the menu on the left with the heading “Accommodations” and select Alternative Testing as show in (Figure 3).

**UNIVERSITY OF CENTRAL FLORIDA**

**OVERVIEW**

**LOGIN AS USER**

**BACK TO MY PROFILE >**

**MY DASHBOARD**

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- > Equipment
- > **Login and Security**
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- > **My Eligibility**
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

**ACCOMMODATIONS**

- > List Requests
- > **Alternative Testing**
- > Alternative Formats

» MY DASHBOARD » **OVERVIEW**

**Accommodation Requests 2024 - SUMMER**

**2**

**Number of Requests**

[View Request Detail](#)

**Add Requests**

**List of Accommodation Requests:**

- [SAS 2345.0001 - TEST COURSE 1.0 \(CRN: UCF101\)](#)
- [SAS 4321.0001 - TEST COURSE 2.0 \(CRN: UCF102\)](#)

**QUESTION?**

Figure 3: My Dashboard Overview screenshot with a red arrow towards the 'Alternative Testing' tab and red box around the 'Alternative Testing' tab.

Then select which course you would like to schedule your exam for and then select the “Schedule An Exam” Button (Figures 4.1 and 4.2).

UCF UNIVERSITY OF CENTRAL FLORIDA

ALTERNATIVE TESTING

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ACCOMMODATIONS

- > List Requests
- > Alternative Testing

» MY DASHBOARD » ALTERNATIVE TESTING

SCHEDULE AN EXAM

Important Note: Courses marked with \* do not have Exam Proctoring Information specified by the instructor and you will be required to enter the **standard length** of the exam.

Select Course:

SCHEDULE AN EXAM >

UPCOMING EXAMS SCHEDULED

No Upcoming Exams Scheduled

Figure 4.1: Schedule an Exam screenshot with a red arrow towards the ‘Select Class’ drop down box and red box around the ‘Schedule an Exam’ button.



ALTERNATIVE TESTING

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- > My Mailbox (Sent Emails)

ACCOMMODATIONS

- > List Requests
- > Alternative Testing

» MY DASHBOARD » ALTERNATIVE TESTING

SCHEDULE AN EXAM

**Important Note:** Courses marked with \* do not have Exam Proctoring Information specified by the instructor and you will be required to enter the standard length of the exam

Select Course: SAS 2345.0001 - TEST COURSE 1.0 (CRN: UCF101)\*

SCHEDULE AN EXAM >

UPCOMING EXAMS SCHEDULED

No Upcoming Exams Scheduled

Figure 4.2: Schedule an Exam screenshot with a course selected and a red box around the 'Schedule an Exam' button.

**EXAM REQUEST**

Available Exam Dates \*:  
 Select One

Campus \*:  
 Select One

Date \*:  
 Hint: Please review: Exam Scheduling Availability.  
 mm/dd/yyyy

Time \*:  
 Select Select

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

Basic Calculator       Breaks (includes restroom)  
 Distraction-Reduced Environment       Extra Time 1.50x  
 Possible use of formula sheet for exams       Possible use of word bank  
 Text-to-Speech Software

Total Exam Length:  
 0 Minutes

Exam Ends At:  
 Not Available

Additional Note:  
 [Text Box]

**FORM SUBMISSION**

**Step 4:** Please fill out the required information in this section labeled “Exam Request” (Figure 4). Be sure to click “Add Exam Request” found at the bottom of the page to submit your request.

*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.*

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.”**

**Step 5:** The page will display the heading 'Late Exam Notice' indicating that the exam request is late (Figure 5). Please read the late exam policy. Remember to check your Knights email account for a notification regarding the status of your late test request.

Then, navigate to the heading 'Late Exam Request' located beside the 'Late Exam Notice'. 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.

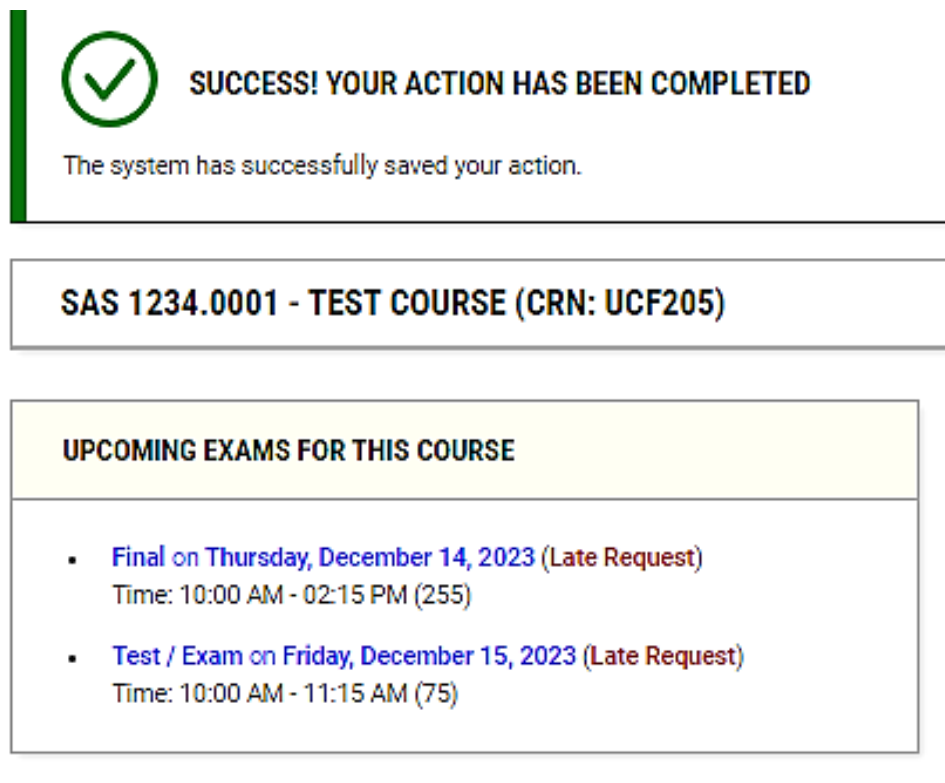
Select the box **'I have read and understood the late exam request policy above.'**


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

The image shows two side-by-side form panels. The left panel, titled 'LATE EXAM NOTICE - ACTION REQUIRED', contains the following text: 'Your exam request is late.', 'Requests made less than 5 business days prior to the exam date are considered late. Requests are due by 5 PM five (5) business days in advance of the exam date.', 'You will receive notification via email regarding the status of your request as soon as SAS has the chance to process the request.', and 'If your professor has recently changed the date of the exam, please be sure to communicate this in the comment section. (SAS will verify the date change with your professor.)'. The right panel, titled 'LATE EXAM REQUEST', contains a 'Reason\*' dropdown menu with 'Select One' and a help icon, an 'Additional Information:' text box, and a 'I Have Read And Understand The Late Exam Request Policy Above\*' dropdown menu with 'Select One'.

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

**Step 6:** The next page will display a checkmark indicating that the system has processed your request successfully (Figure 7). However, it is important to remember that your late test request **has not yet been approved**. Underneath that heading 'Upcoming Exams for this course.' Your late request will indicate that the status is 'late.'



 **SUCCESS! YOUR ACTION HAS BEEN COMPLETED**

The system has successfully saved your action.

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**SAS 1234.0001 - TEST COURSE (CRN: UCF205)**

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**UPCOMING EXAMS FOR THIS COURSE**

- **Final on Thursday, December 14, 2023 (Late Request)**  
Time: 10:00 AM - 02:15 PM (255)
- **Test / Exam on Friday, December 15, 2023 (Late Request)**  
Time: 10:00 AM - 11:15 AM (75)

*Figure 7: Image displaying that the system has successfully saved your action. The course is displayed underneath along with the upcoming exams for this course.*