



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)

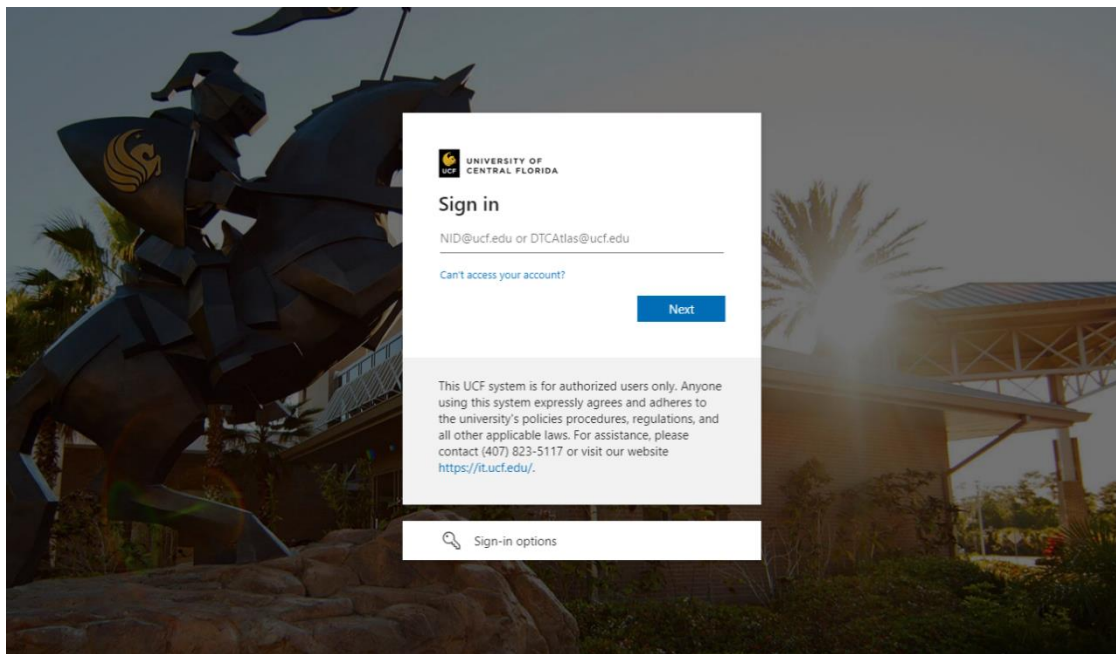


Figure 2: Knights Access Login page screenshot

**Step 3:**

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

The screenshot displays the University of Central Florida (UCF) My Dashboard Overview page. The header includes the UCF logo and the text "UNIVERSITY OF CENTRAL FLORIDA". Below the header is a navigation bar with "OVERVIEW" selected. The main content area is divided into two columns. The left column contains a "LOGIN AS USER" button, a "BACK TO MY PROFILE" button, and a "MY DASHBOARD" menu with items like Overview, Announcements, Equipment, Login and Security, My Appointments, My Files, My Eligibility, My E-Form Agreements, and My Mailbox. Below this is an "ACCOMMODATIONS" section with a red box around the "Alternative Testing" link. The right column shows "Accommodation Requests 2024 - SUMMER" with a large "2" indicating the number of requests, an "Add Requests" button, and a list of two requests: "SAS 2345.0001 - TEST COURSE 1.0 (CRN: UCF101)" and "SAS 4321.0001 - TEST COURSE 2.0 (CRN: UCF102)". A red arrow points to the "Alternative Testing" link, and the text "QUESTION?" is written below it.

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).

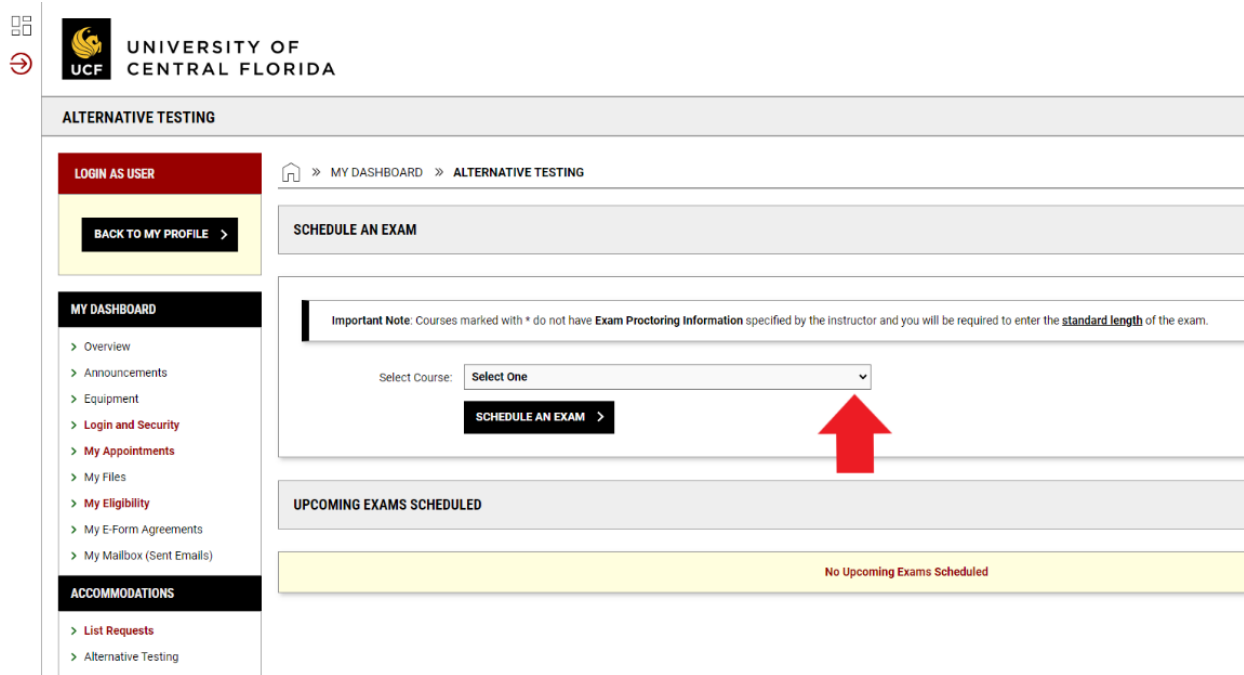


Figure 4.1: Schedule an Exam screenshot with a red arrow towards the ‘Select Class’ drop down box and red box around the ‘Schedule an Exam’ button.

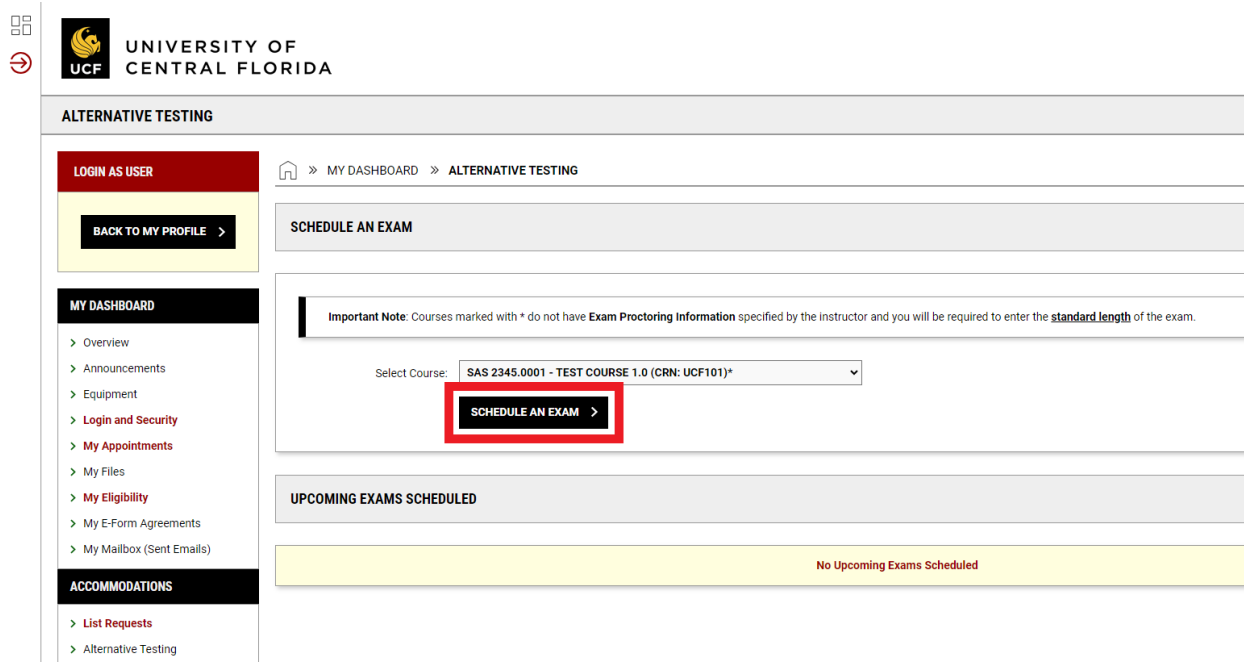


Figure 4.2: Schedule an Exam screenshot with a course selected and a red box around the ‘Schedule an Exam’ button.

**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**

**ADD EXAM REQUEST >**      **BACK TO LIST >**

**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:**

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**

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**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)

