



Exporting Upcoming Scheduled Exam Requests

The following steps explain how to pull an Excel list of all of your students' upcoming exams in all of your courses to reduce the need to review each request individually.

1. Log into the [Knights Access Instructor Portal](#) by clicking the "Knight's Access Instructor" button on the SAS website and using your UCF credentials.



STUDENT ACCESSIBILITY SERVICES

Student Accessibility Services (SAS) views disabilities as an integral part of the rich diversity at the University of Central Florida. To that end, we work collaboratively with students, faculty, and staff to create an inclusive educational environment for students.

SAS acknowledges that classroom and campus accessibility needs and considerations

**Knights Access for
Students**

**Knights Access for
Instructors**

Figure One: Red circle surrounding the "Knights Access Instructor" button on the SAS website.

2. Click on "Alternative Testing" option located on the left-hand menu

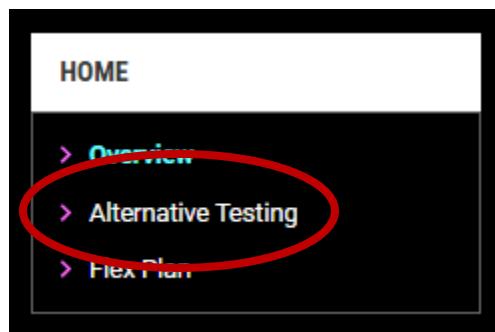


Figure Two: Red circle surrounding the "Overview" portal button on the left side of the screen.

3. Scroll down and find the "Export Selected or All Upcoming Exams" tab. Then, click the "Export Exam Data" button.

- Please note that you should **NOT** be using the excel sheet in replacement of logging into the **Knight's Access Instructor Portal**. New students are scheduling exam requests



daily or students may cancel requests at any time. This is a tool that be used to quickly search all upcoming exams at a given time.

UPCOMING EXAMS SCHEDULED

STEP 1: SELECT EXAMS (FOR BULK ACTIONS)

Records Found: 1 (Showing: 1 - 1)

Status	Detail	CRN	Subject	Course	Section	Full Name	Type	Exam Date	Time Range	Campus	Late	Proctor
Approved	Detail	UCF042	SAS	WCE	SP26	Spencer Moore	Test / Exam	01/07/2026	09:00 AM - 03:00 PM (360)	Orlando / Main	Not Assigned	

STEP 2: SELECT AVAILABLE OPTIONS

Note: Required fields are marked with an asterisk (*).

UPCOMING EXAM FILE UPLOAD

Please select at least one exam from the table above. Any exams uploaded through this method will only apply to the selected exams.

Title Or Exam File Note:

Select File *:

Choose File | No file chosen

UPLOAD FILE >

EXPORT SELECTED OR ALL UPCOMING EXAMS

EXPORT EXAM DATA >

Figure Three: In the Knights Access Instructor Portal the “Export Exam Data” section is visible.

4. View your exported excel file (and save if necessary)

Email Address	CRN	Subject	Course	Section	Last Name	First Name	School ID	Exam Type	Date	Start Time	End Time	Length	Campus	Requested On
Student@ucf.edu	19755	PHY	2048	7	Potter	Harry	123456	Test / Exam	01/07/2026	09:00 AM	03:00 PM	360	Orlando / Main	01/03/2026

Figure Four: Excel spreadsheet with a table of student accommodation data. The spreadsheet headings such as student name, course information, exam date, and exam length, demonstrating how exam requests appear once exported.

More information regarding exporting accommodation data for instructors is available on the [SAS website](#).

For questions, please contact us at sas@ucf.edu and 407-823-2371.