



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.

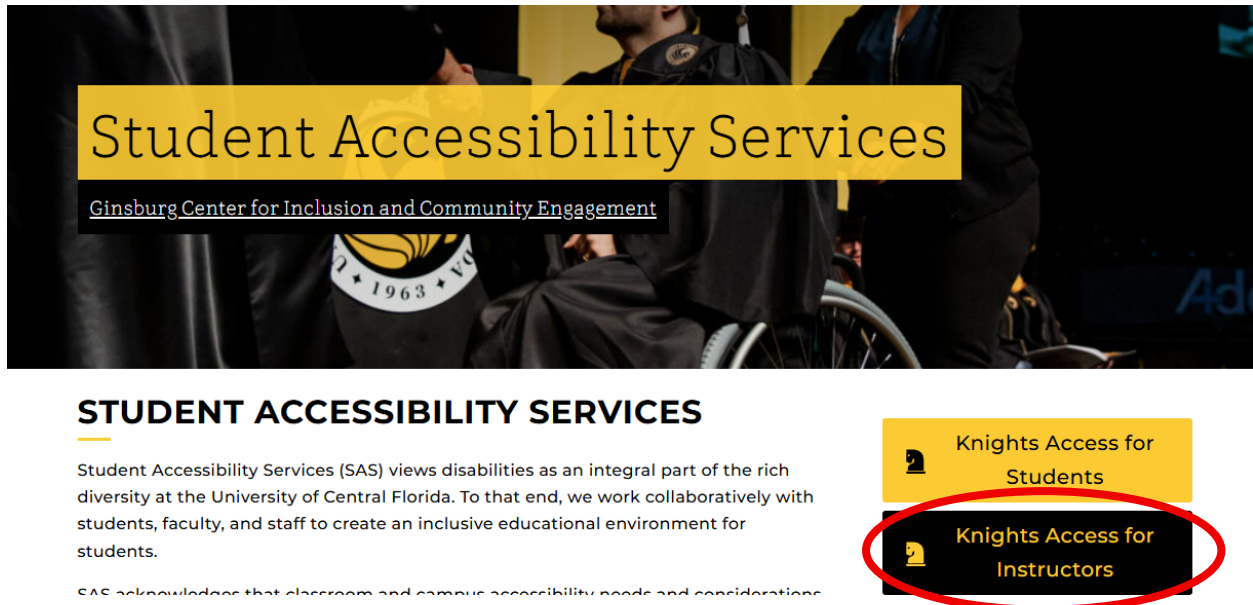


Figure One: Red circle surrounding the "Knights Access Instructor " button on the SAS website.

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

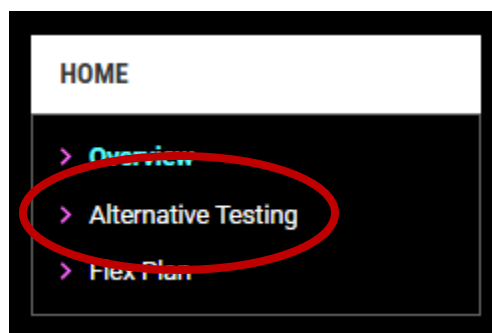


Figure Two: Red circle surrounding the "Overview" portal button on the left side of the screen.

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.

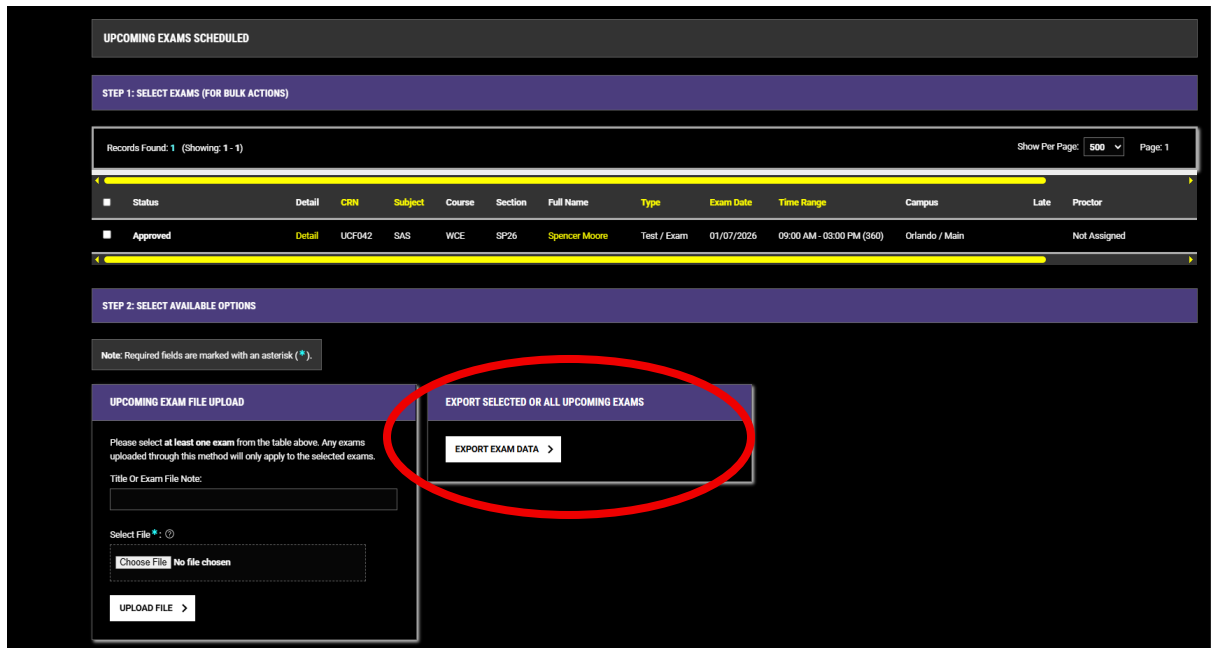


Figure Three: In the Knights Access Instructor Portal the “Export Exam Data” section is visible.

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

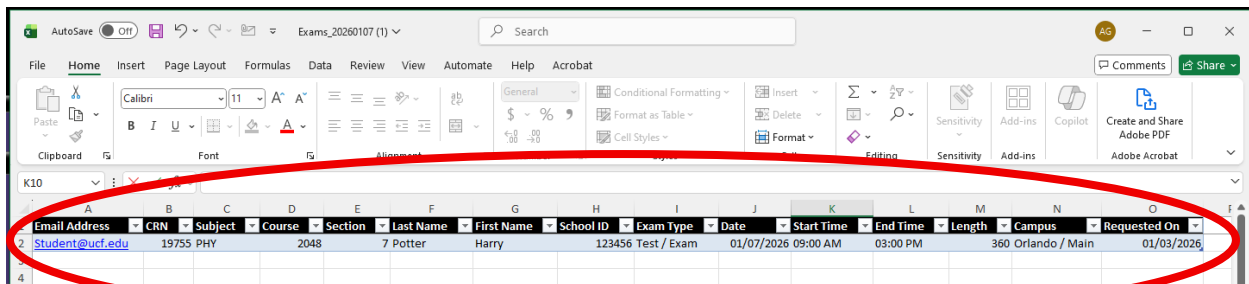


Figure Four: Excel spreadsheet with a table of student accommodation data. The spreadsheet headings such as student name, course information, exam date, and exam length, demonstrating how exam requests appear once exported.

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.