



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)

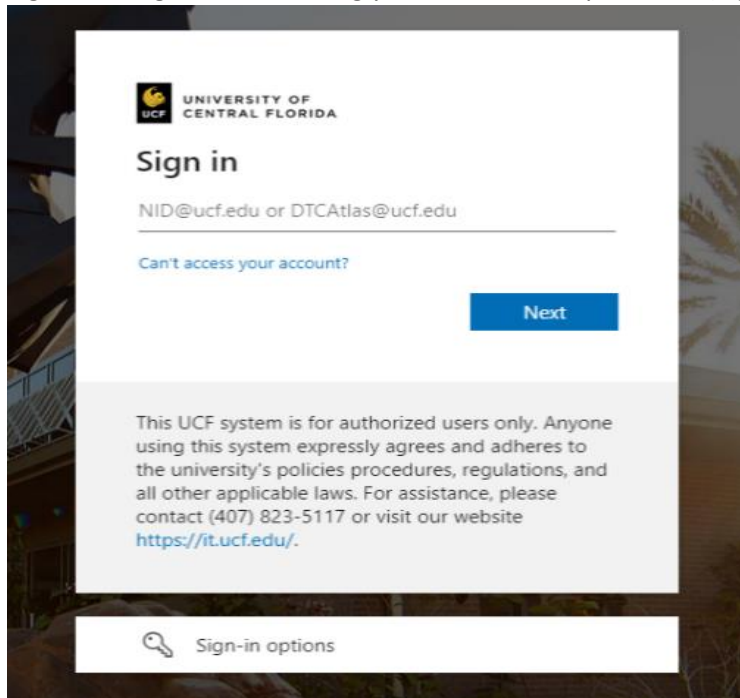


Figure 2: Knights Access Login page screenshot

**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. The left sidebar contains a menu with the following items: Overview, Announcements, Equipment, Login and Security, My Appointments, My Files, My Eligibility, My E-Form Agreements, My Mailbox (Sent Emails), and Accommodations. The Accommodations section is expanded, showing a list of requests: List Requests, Alternative Testing (highlighted with a red box and a red arrow), and Alternative Formats. The main content area shows the title 'Accommodation Requests 2024 - SUMMER' and a large number '2' indicating the number of requests. Below this, there is a button to 'Add Requests' and a link to 'View Request Detail'. A list of accommodation requests is displayed, including 'SAS 2345.0001 - TEST COURSE 1.0 (CRN: UCF101)' and 'SAS 4321.0001 - TEST COURSE 2.0 (CRN: UCF102)'. A red arrow points from the text 'QUESTION?' to the 'Alternative Testing' tab.

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).

The screenshot displays the UCF 'Alternative Testing' interface. On the left, a sidebar contains navigation links under 'MY DASHBOARD' (Overview, Announcements, Equipment, Login and Security, My Appointments, My Files, My Eligibility, My E-Form Agreements, My Mailbox) and 'ACCOMMODATIONS' (List Requests, Alternative Testing). The main content area is titled 'ALTERNATIVE TESTING' and includes a 'SCHEDULE AN EXAM' section. This section features an 'Important Note' about exam proctoring, a 'Select Course' dropdown menu with 'Select One' as the current selection, and a 'SCHEDULE AN EXAM' button. A red arrow points to the dropdown menu, and a red box highlights the button. Below this is an 'UPCOMING EXAMS SCHEDULED' section, which currently shows '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

LOGIN AS USER

BACK TO MY PROFILE >

### MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > **Login and Security**
- > **My Appointments**
- > My Files
- > **My Eligibility**
- > My E-Form Agreements
- > 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**

Exam Type \* :  
 Select One ▼

Campus \* : ⓘ  
 Select One ▼

Date \* :  
 Hint: Please review: [Exam Scheduling Availability](#).  
 mm/dd/yyyy

Time \* :  
 Select ▼ Select ▼

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

Services Requested (As Applicable) \* :  
 Hint: You are required to make a minimum of 1 selections.  
☒ Distraction-Reduced Environment ☒ Extra Time 1.50x

Total Exam Length:  
 0 Minutes x 1.50x Multiplier = 0 Minutes

Exam Ends At:  
 Not Available

Additional Note:

**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**



## **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)

