USF Faculty User Guide to Exam Services in Students Accessibility Services (SAS)

SAS Testing Spaces

• SAS is open from 8 AM to 7 PM Monday – Thursday and 8 AM to 5 PM on Fridays. Summer and semester break hours are 8 AM to 5 PM Monday – Friday.
• SAS administers more than 3,500 tests or final exams each semester.
• SAS has 18 testing seats at any given time.
• SAS proctors exams with testing cameras and graduate student proctors.
• A limited number of the 18 available seats have access to assistive technology software.
• A limited number of the 18 available seats have access to computer/word processing or Canvas.
• No SAS testing seat has access to Honorlock.
• All exams are stored with electronic and/or physical locks.

How Students Schedule Exams

• Students are responsible for making exam reservations with SAS a minimum of 7 days prior to the class exam.
• See "Rescheduling and/or Late Requests" for information on exams scheduled fewer than 7 days ahead.
• SAS utilizes an online scheduling system called "AccessSAS."
• Based on the student's schedule and SAS availability, the online scheduling system defaults to the day of the class exam. Then, the system identifies the next available exam time closest to the class exam time.

SAS Scheduling Priorities

• Appropriate exam accommodations are first priority for SAS. Accommodations may require that SAS schedule exams at an alternate time.
• Students cannot miss another class in order to take an accommodated exam.
• Whenever possible SAS administers tests/exams on the same day as the original class exam.
• Given the variability of student schedules and limited testing resources, SAS does not guarantee that students will take exams at the same time as the class or at an instructor's preferred time.
• Students taking exams on alternate days take exams after the class exam. To ensure that all students have the same minimum amount of preparation time, accommodated exams are not given on days before the class exam.

• Unless there are specific departmental arrangements with SAS, class exams offered outside of SAS operating hours are administered by SAS on the next business day that allows for the student's accommodations and SAS availability. (This usually means that SAS administers Saturday exams on Monday of the following week.)

- If students have conflicting exams times, SAS moves the exam with the lower course code.
- Students who need assistive technology services or accommodations that require another individual (reader, scribe, interpreter) receive first scheduling priority.
- SAS sends email notifications of any scheduled exam times to the instructor of record up to one week ahead of the scheduled date. When the available times in SAS do not meet faculty needs or preferences, faculty have the option of administering the exam independent of SAS. Faculty should not require that students take exams early or miss other classes to complete accommodated exams.

Exam Integrity

- SAS values academic and exam integrity.
- If there is a violation of academic integrity, SAS ends the exam and reports the incident to the instructor of record. The instructor of record decides any appropriate next steps.
- SAS is aware that accommodated exams administered at times different than the class time may be a concern. SAS works diligently to assure faculty that there is as much exam integrity as possible.

Communicating Exam Information to SAS

- Communications with SAS about exams should be sent to the general email address sas-exams@usf.edu .
- Note that graduate student workers are the "front-line" responders for much of the SAS exam communications.
- If submitting an exam to SAS by email, SAS requires the following:
  - Student Name
  - Instructor Name
  - Course Code
  - Exam Date

Receiving Communications about Exams from SAS

- Communications about SAS exams come from one general email address sas-exams@usf.edu .
- SAS is required to communicate with the instructor of record for each test or exam. The volume of exam communications in SAS also means that SAS does not track general requests, such as "Schedule this way for all of my classes."
- Raising concerns about scheduled exam times is understandable. Unfortunately, the limited resources and increasing number of exams means that SAS exam administration times may be less than ideal. **The earlier SAS is aware of a scheduling concern, the more likely it is that SAS can address that concern.**

Rescheduling and/or Late Requests

- Students who need to reschedule an exam or make an initial scheduling request with fewer than 7 days' notice receive a "Late Exam Request" link. The instructor of record receives this link as well. If the proposed exam time is not acceptable, instructors may choose to administer the exam independent of SAS. SAS will not schedule the exam without response from the instructor of record.

Final Exams

• To make the most of available space and staffing, SAS utilizes block scheduling for final exams. Final exams begin at 8 AM, 10 AM, 12:30 PM or 5 PM. SAS remains open for the Saturday of final exam week.

• SAS requests exam reservations from students until mid-semester. SAS schedules students who fail or are unable to make appropriate exam reservations at designated "make-up" times in SAS. Make-up times vary by semester and demand.

• Mid-semester, SAS sends an email to the instructor of record with the title "Action Required: SAS Finals Week." The purpose of this email is to confirm that the instructor will be using SAS to administer a final exam. SAS is not asking for the actual exam at this time. Please verify that there will be a final so that SAS can maximize available space for as many students as possible.

Online exams

• If all students in the course take exams online and no students are required to report to campus for the exam, then the accommodated student should also take the exam without reporting to SAS. SAS can assist with instructions for extending the time for an exam in Canvas or other appropriate platform.

• Exam accommodations may interfere with the use of exam monitoring software such as Honorlock. SAS will assist any faculty member with concerns.