

Student Accessibility Services Final Exam FAQ

How do I request a testing seat for final exam?

Login to AccessSAS, click on *Schedule a test or exam*, then click on *Schedule a final exam*, and follow the prompts.

What if I don't know when my class is taking the final exam?

Check the syllabus. If the final exam date and time is not listed on the syllabus, ask your instructor. If you still are unsure of the date and time of the final exam, login to AccessSAS, click on *Schedule a test or exam*, then click on *Schedule a final exam*, and read the instructions for how to locate a final exam date and time.

What if my instructor is giving a "final exam" the last week of classes and not during final exam week?

For the purposes of SAS, use the final exam link for any exam scheduled during the university-designated final exam week. All other exams can be scheduled through the traditional *Schedule a test, mid-term, or quiz* link.

What if the last regular exam of the semester happens to be taking place during final exam week?

Any exam your class is taking during the university-designated final exam week requires use of the *Schedule a final exam* link referred to above.

I don't know if our class has a final exam during final exam week. What should I do?

Check the syllabus. If the final exam date and time is not listed on the syllabus, ask the instructor.

I'm scheduling my final exams in AccessSAS, but it looks like my final exam times overlap. What should I do?

Submit your final exam request(s). SAS will make adjustments to ensure final exams do not conflict with each other or with SAS office hours.

How do I cancel a final exam request if I've already logged into AccessSAS and submitted the information?

If you need to cancel, send a brief email to the SAS office on the same campus as your class. Ask that your request be cancelled, and include your course number and section in your email:

SAS Tampa SAS-Exams@usf.edu

SAS Sarasota-Manatee sas-sar@usf.edu

SAS St. Petersburg stp-sas-exams@usf.edu

Will I be taking my final exams in SAS at the same times as my class?

Each SAS office will strive to schedule your final exam as close to your class' final exam time as possible.

SAS Tampa administers final exams in a block schedule. All SAS Tampa final exams will begin at 8:00AM, 10:00AM, 12:30PM, or 5:00PM.

Will I be taking my final exams on the same campus as my class?

Yes.

How will I know when SAS schedules my final exam?

The SAS final exam schedule will be sent to your USF email account approximately 10 days prior to final exam week.

I have a question about requesting to take final exams in SAS. What should I do?

Send an email to the SAS office on the same campus as your class. Be sure to include your course number(s) and section(s).

SAS Tampa SAS-Exams@usf.edu

SAS Sarasota-Manatee sas-sar@usf.edu

SAS St. Petersburg stp-sas-exams@usf.edu