

Student Accessibility Services Final Exam FAQ

(for courses taken on TAMPA campus)

Please Note:

- For courses taken at USFSP or USFSM, please see the Final Exam FAQ for courses taken at USFSP and USFSM on page 2 of this document.
- These instructions are for Tampa fall and spring semester final exams only. Use the *Schedule a test, mid-term, or quiz* link for summer semester finals.

How do I request a testing seat for final exam on the TAMPA campus?

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 taken during the designated finals 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 USF Tampa at SAS-Exams@usf.edu asking that your request be canceled. Be sure to include your course number and section.

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

SAS will strive to schedule your final exam as close to your class' final exam time as possible. All final exams in SAS will begin at 8:00AM, 10:00AM, 12:30PM, or 5:00PM.

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 USF Tampa at SAS-Exams@usf.edu. Be sure to include your course number(s) and section(s).

Student Accessibility Services Final Exam FAQ

(for courses taken on USFSP or USFSM campuses)

Please Note:

- For courses taken at Tampa campus, see the Final Exam FAQ for Tampa Campus.

How do I request a testing seat for final exam on the USFSP or USFSM campus?

Login to AccessSAS, click on *Schedule a test or 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, check the university final exam matrix for USFSP or USFSM.

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 asking that your request be canceled. Be sure to include your course number and section. For USFSP use: usfsp-sas@usf.edu. For USFSM use: sas-sar@usf.edu.

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

SAS will strive to schedule your final exam as close to your class' final exam time as possible. Work with your USFSP or USFSM SAS Coordinator for scheduling times and details.

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?

Email your question. For USFSP use: usfsp-sas@usf.edu. For USFSM use: sas-sar@usf.edu. Be sure to include your course number(s) and section(s).