

# Fall & Spring Final Exams in SDS – FAQ for Students

## **How do I request to take a final exam in SDS?**

Login to AccessSDS, 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 the professor. If you still are unsure of the date and time of the final exam, login to AccessSDS, 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?**

## **What if we're not taking a "final exam" but our last exam of the semester happens to be taking place during final exam week?**

For the purposes of SDS, only an exam scheduled during the university-designated final exam week is considered a final exam and should be scheduled as such. All other exams can be scheduled through the traditional *Schedule a test, mid-term, or quiz* link.

## **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 professor.

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

Send a brief email to [SA-SDS-Exams@usf.edu](mailto:SA-SDS-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 SDS at the same times as my class?**

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

## **How will I know when I'm scheduled to take my final exams in SDS?**

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

## **It looks like my final exam times overlap. What should I do?**

Submit your final exam request anyway. SDS will make adjustments to ensure final exams do not conflict with each other or with SDS office hours.

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

Contact the SDS Exam Proctors immediately at [SA-SDS-Exams@usf.edu](mailto:SA-SDS-Exams@usf.edu) or 813-974-5704.

## **I need to take a final exam for a Summer course. Do these same procedures apply?**

No. All final exams for Summer courses can be scheduled through the traditional "Scheduled a Test, Mid-term, or Quiz" link at least one week in advance.