How to Request a Final Exam

In order to schedule Final Exams in SDS, students must request their final exams using AccessSDS within the designated timeframe, from the start of the semester until approximately one month prior to Final Exam Week. Students will be notified via their USF student email account when the Final Exam request period will end.

1. Go to www.sds.usf.edu and click on the 'AccessSDS' tab in the upper left hand corner or click on the 'AccessSDS' icon.

2. On the page titled AccessSDS, click on the 'AccessSDS STUDENT' icon.

3. Enter your USF NetID and Password.

4. Click on the 'Schedule a test or exam' link.

5. Click on the 'Schedule a final exam' tab on the menu bar.

6. On the "Welcome to the Online [semester and year] Final Examination Wizard" page, read over the instructions and click 'Next'.

7. Select the class you are requesting a final exam for from the drop down list and click 'Next'.

8. Specify the date, time, and duration of the class final and click 'Next'.

9. Confirm that your instructor information is correct, then click 'Next'.

10. Select which accommodations you feel are necessary for this examination and click 'Next'.

11. Select the available date and time. THIS TIME IS TENTATIVE. SDS will make adjustments to ensure final exams do not conflict with each other or with SDS office hours. Click 'Next'

12. On the confirm and complete page, review the information to ensure that it is correct and then click the check box to validate that you have provided your instructor with your Memorandum of Accommodations, then click 'Finish'.

13. Once you have completed this scheduling wizard, a submission confirmation page will appear.

14. You will receive a confirmation email that you have successfully requested your final exam

15. You will receive another email with your final exam schedule, including testing dates and times at SDS, approximately 10 days prior to final exam week.