

How to Schedule an Exam

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 test, mid-term, or quiz' link.
6. On the "Welcome to the Online Examination Scheduling Wizard" page, read over the information and click 'Next'.
7. Select which course you would like to schedule an exam for and click 'Next'.
8. Specify the date, time, and duration of the class test 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 and click 'Next', if you encounter any errors or if the available date and times provided are not possible for you, contact SDS Exams at sa-sds-exams@usf.edu.
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 scheduled your exam. You will also receive an email to remind you of this examination two days prior to the date of the exam.