



- If students have conflicting exams times, SAS moves the exam with the lower course code.
- Students who need assistive technology services or accommodations that require another individual (reader, scribe, interpreter) receive first scheduling priority.
- SAS sends email notifications of any scheduled exam times to the instructor of record up to one week ahead of the scheduled date. When the available times in SAS do not meet faculty needs or preferences, faculty have the option of administering the exam independent of SAS. Faculty should not require that students take exams early or miss other classes to complete accommodated exams.

SAS values academic and exam integrity.

- If there is a violation of academic integrity, SAS ends the exam and reports the incident to the instructor of record. The instructor of record decides any appropriate next steps.
- SAS is aware that accommodated exams administered at times different than the class time may be a concern. SAS works diligently to assure faculty that there is as much exam integrity as possible.

Communications with SAS about exams should be sent to the general email address [sas-exams@usf.edu](mailto:sas-exams@usf.edu).

- Note that graduate student workers are the “front-line” responders for much of the SAS exam communications.
- If submitting an exam to SAS by email, SAS requires the following:
  - Student Name
  - Instructor Name
  - Course Code
  - Exam Date

Communications about SAS exams come from one general email address [sas-exams@usf.edu](mailto:sas-exams@usf.edu).

- SAS is required to communicate with the instructor of record for each test or exam. The volume of exam communications in SAS also means that SAS does not track general requests, such as “Schedule this way for all of my classes.”
  - Raising concerns about scheduled exam times is understandable. Unfortunately, the limited resources and increasing number of exams means that SAS exam administration times may be less than ideal.
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- Students who need to reschedule an exam or make an initial scheduling request with fewer than 7 days’ notice receive a “Late Exam Request” link. The instructor of record receives this link as well. If the proposed exam time is not acceptable, instructors may choose to administer the exam independent of SAS. SAS will not schedule the exam without response from the instructor of record.

