How to Schedule Exams Online with SAS

The University of Southern Mississippi
Student Accessibility Services (SAS)
Hattiesburg Campus, Bond Hall 114
Phone: 601.266.5024 | Website: www.usm.edu/sas | Email: sas@usm.edu

Exams should be scheduled at least two (2) business days in advance. This is to ensure that testing space and exams are available. If you need assistance, please do not hesitate to call SAS at 601.266.5024 or email us at sas@usm.edu.


2. Login using your USM Credentials.

3. After logging in, please click “Alternative Testing” in the left side menu labeled “My Accommodations”,

4. Select the specific class in the drop-down menu that appears and then click “Schedule an Exam”.

5. Select Request Type (Exam, Midterm, Final or Quiz) in the dropdown menu that appears. If you do not know what type to select, please just select “Exam”.


6. Enter the date (mm/dd/yyyy) and time (from the dropdown menu) you wish to schedule the exam.

**NOTICE:**

Exams can only be scheduled Monday through Friday from 8:00am to 2:30pm. Our offices are open till 5:00pm, but we insist that all students start by 2:30pm to guarantee they get their full extended time.

You should schedule for the same time your class is taking the exam unless this occurs outside of our business hours (Monday through Friday from 8:00am to 5:00pm). **Please contact your professor for permission to take an exam outside of the time your class is taking it.**

7. Check Services Request for Exam (please choose all that apply for the exam being requested).
8. Click “Add Exam Request”.

**NOTE:** If you are scheduling an exam within the next two (2) days, you will need to scroll down after clicking “Add Exam Request” and fill out the Late Exam Request field. The dropdown “Reason” menu and the box checking for validating the late exam request policy are required fields.

![Late Exam Request](image)

**You will receive an email confirmation of the scheduled exam in your university email account (@usm.edu). If you do not, then it was not scheduled.**

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**Technical Problems?**

If you are having technical issues accessing or logging into myAccess, please contact USM’s IT Support department, iTech, at 601.266.4357 or helpdesk@usm.edu.

If you are having issues submitting an exam request, please contact SAS at 601.266.5024 or sas@usm.edu.