

Student Access Services (SAS) Final Exam Form

**** PLEASE SUBMIT THIS FORM BY MONDAY APRIL 29, 2024****

Operating hours are as follows:

9am-7pm: Monday May 13th- Thursday May 16th

9am-5pm: Friday May 17th

STUDENT Please Complete

Name:	Hofstra ID:
Email:	Phone:
Course Title:	Instructor:
Date & Time Class is scheduled for exam:	<i>*If approved by faculty*</i> Alternate Date/Time of exam:
Please select your approved accommodations for this exam:	
Extended Time 1.5	Scribe
Extended Time 2.0	Kurzweil
Computer	Other Software/Computer Program:
Calculator	Other Accommodation(s):
Reader	

PROFESSOR Please Complete

We only permit students to use their own laptop if the exam is on a lockdown browser. If the exam is online and not on a lockdown browser, the student can use a proctored SAS computer.

Will the exam be administered online? (Be sure to adjust the time accordingly)	Yes	No		
Please specify the proctoring requirements for the exam:				
Completely Open Book	Completely Closed Book			
Some Notes Allowed (Please Specify):				
Please specify the permitted materials for the exam (Select all that apply):				
Index Card	Size:			
Notes/"Cheat Sheet"	Size:			
Textbook	Title:			
Diagrams/Charts/Reference table	*Please include with exam*			
Online Platform/Software	Name:			
Unrestricted Internet Access				
Indicate which calculator student is permitted for this exam:	None	Basic	Scientific	Graphing
Amount of time <u>the class</u> received for the exam	(Minutes)			
Your phone number during exam for questions:				
How will you send the exam to the testing center?	Digitally	Paper Copy*		
How do you prefer to receive the completed exam?	Digitally	Professor Pick-up*		
<i>*Pick-up/Dropoff at 219 Student Center. All electronic correspondences will utilize the Hofstra email address.</i>				

Professor's Signature

Date



Student Enrollment,
Engagement, and
Success

SAS Testing Center Contact Information
Room: 219 Student Center **Phone:** 516.463.5038
Email: SASTesting@Hofstra.edu
Website: hofstra.edu/sas