

**From:** [Provost](#)  
**To:** [HOF-FACULTY](#)  
**Subject:** A Message from Student Access Services  
**Date:** Thursday, April 23, 2020 5:25:45 PM  
**Attachments:** [Remote Final Sign Up Form.docx](#)

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### **A Message from Student Access Services**

Dear Faculty,

Student Access Services will be providing limited services for final exams. SAS is proctoring final exams only if:

1. The final exam is synchronous, you will be video proctoring the full exam time, and the student would like to use an extended time accommodation; and/or,
2. As per the student's accommodation, they would like to request a scribe/reader for an exam

At the end of the exam time, an SAS staff member will take over for the faculty member to proctor the SAS students' remaining extra time. For these circumstances, SAS is requiring that the student submit a sign-up form, so that staff can be scheduled appropriately. Students are required to complete the top half of the form, and faculty should complete the bottom half of the form. Faculty can send this form directly to the SAS Testing Center at [SASTesting@Hofstra.edu](mailto:SASTesting@Hofstra.edu) and CC the student so they know their form was submitted. Faculty can also simply email back the completed form to the student for them to submit to the testing center.

All other exam formats will not be handled by SAS. Registered students taking asynchronous exams should not take their final exam with SAS. If a student requests using their extended time accommodation, the faculty member can add it in through Blackboard. For details on adding extended time for an individual student, reach out to the Help Desk at 516-463-7777. Students have until 5pm on Wednesday, May 6th to submit completed sign-up forms to SAS. SAS will not be accepting late or incomplete forms.

Please feel free to reach out to us at [sastesting@hofstra.edu](mailto:sastesting@hofstra.edu) if you have any questions or concerns about this process.

Sincerely,

Julie Yindra  
Director, Student Access Services

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