*FINAL EXAM SIGN UP FORM*

(For all exams that will be taken DURING finals week: May 13-May 17)

DEADLINE FOR ALL FORMS: TUESDAY, MAY 7 @ 5:00 PM

*Form MUST be submitted by deadline date- NO EXCEPTIONS*

Finals Week Hours: Monday 5/13: 9am-7pm       Tuesday 5/14: 9am-7pm
               Wednesday 5/15: 9am-7pm   Thursday 5/16: 9am-7pm   Friday 5/17: 9am-5pm

Student:
Name: ____________________________________________________________ 700 # ____________________________
Phone: ______________________________________ Email: ____________________________@pride.hofstra.edu

Exam Date: ___________ Exam Time (See SAS Testing Hours Above): ____________

Course Title: ____________________________ Professor: ____________________________

Which of your approved accommodations do you need for this exam? (Check all that apply)

Extended time  □ 1.5       □ 2.0

□ Computer □ Kurzweil □ Calculator □ Reader □ Scribe □ JAWS □ Other:

Professor:
Please specify what you are allowing all students to use on the exam:
________________________________________________________________________

Time class receives for exam: ____________ minutes

Professor’s email: ____________________________ Phone: ____________________________

Indicate your preference for receiving the completed exam:

□ Pick up exam at SAS in Room 107 Student Center (allow 1-hour post exam completion)

OR

□ Scan/Email to: ______________________________________________________

Please note we do not have the resources to deliver final exams, we appreciate your understanding.

________________________________________________________________________

Signature of Instructor            Date

SAS Testing Lab: 219 Student Center  Testing Accommodations Manager: Stephanie Iaccarino  516 463-5038
SASTesting@hofstra.edu (During finals week, please contact us through email only)
**Exam Distribution Information (For SAS Office Use Only)**

No exam can be released without the signature of a department member!

**Scanned and Emailed:**

<table>
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<tr>
<th>Date</th>
<th>Time</th>
<th>SAS Staff Initials</th>
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OR

**Picked Up by:**

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<tr>
<th>Signature</th>
<th>Name (Print)</th>
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**Date:** _________________________