SIGN ME UP!
** THIS FORM MUST BE COMPLETED AND HANDED IN TO 219 Student Center 4 SCHOOL DAYS BEFORE THE DAY
OF YOUR EXAM (Not including Weekends/Holidays) **

If your Test is on: The Latest the Form Can be Submitted is on:
Monday The Tuesday before, or earlier - before 5pm
Tuesday The Wednesday before, or earlier - before 5pm
Wednesday The Thursday before, or earlier - before 5pm
Thursday The Friday before, or earlier - before 5pm
Friday The Monday before, or earlier - before 5pm

STUDENT FILL OUT:
1. Name: ___________________________________________ 700# (ID)__________________________
2. Phone: ___________________________ Email: __________________________________________
3. Date You Will Take Exam:_____________________ Time You Will Take Exam: ________________
(Open hours are Monday-Friday 9 a.m. – 5 p.m., please adjust the time of your exam with professors
when needed)
4. Course Title:_____________________________ Instructor:_______________________________

PROFESSOR FILL OUT:
1. Please specify what materials all students need for this exam (Check all that apply):
   [] Blue book  [] Scantron  [] Scientific calc.  [] Basic 4 function calc.  [] Graphing calc.
   [] Notes/cheat sheet (please specify:________________________________________________________)
   [] Other________________________________

2. Amount of time class receives for exam: _______________ (minutes)

3. Professor’s phone number during exam for questions:______________________________

4. Please indicate your preference for receiving the completed exam:
   [] Professor pick-up at room 219 Student Center
   [] SAS deliver the next business day: Building & Room number: ____________________________
   OR
   [] Scan and Email to: ________________________________________________________________

5. Signature of Professor: ___________________________ Date: _______________________

SAS Testing Center Contact Information
Room: 219 Student Center  Phone: 516.463.5038
Email: SASTesting@Hofstra.edu
Delivery Information

Exam Received By:

Name (Print):

Signature:

Title: