

Student Access Services (SAS) Testing Center

** PLEASE SUBMIT THIS FORM AT LEAST **ONE WEEK** PRIOR TO YOUR EXAM**

(Operating hours are Monday-Friday 9am-5pm, adjust the time of your exam with professor when needed)

NOTICE: Students are expected to take their exam at the same time as the class. Exceptions are made for exams administered outside of operating hours and for back-to-back courses/exams.

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
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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
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Amount of time <u>the class</u> received for the exam	(Minutes)
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Your phone number during exam for questions:

How will you send the exam to the testing center?	Digitally	Paper Copy*
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How do you prefer to receive the completed exam?	Digitally	Professor Pick-up*
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**Pick-up/Dropoff at 219 Student Center. All electronic correspondences will utilize the Hofstra email address.*

Professor's Signature

Date