**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)**

<table>
<thead>
<tr>
<th>If your Test is on:</th>
<th>The Latest the Form Can be Submitted is on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>The Tuesday before, or earlier - <strong>before 5pm</strong></td>
</tr>
<tr>
<td>Tuesday</td>
<td>The Wednesday before, or earlier - <strong>before 5pm</strong></td>
</tr>
<tr>
<td>Wednesday</td>
<td>The Thursday before, or earlier - <strong>before 5pm</strong></td>
</tr>
<tr>
<td>Thursday</td>
<td>The Friday before, or earlier - <strong>before 5pm</strong></td>
</tr>
<tr>
<td>Friday</td>
<td>The Monday before, or earlier - <strong>before 5pm</strong></td>
</tr>
</tbody>
</table>

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**STUDENT FILL OUT:**

Name: 

700#: 

Phone: 

Email: 

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)*

Course Title: 

Instructor: 

Please select your accommodations for this exam:

- ☐ Extended Time 1.5
- ☐ Extended Time 2.0
- ☐ Computer
- ☐ Calculator
- ☐ Reader
- ☐ Scribe
- ☐ Kurzweil
- ☐ AutoCad
- ☐ Additional Software/Computer Program
- ☐ Other:

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**PROFESSOR FILL OUT:**

Please specify what you are allowing **all students** to use on this exam:

Amount of time class receives for exam: 

(minutes)

Professor’s phone number during exam for questions:

Please indicate how/when you will send exam:

Please indicate your preference for receiving the completed exam:

- ☐ Professor pick-up at room 219 Student Center
- ☐ Scan and Email to:

Signature of Professor: 

Date:

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SAS Testing Center Contact Information

Room: 219 Student Center  Phone: 516.463.5038

Email: SASTesting@Hofstra.edu

Website: hofstra.edu/sas
SIGN ME UP!

Delivery Information

Exam Received By:

Name (Print): __________________________________________

Signature: ____________________________________________

Title: __________________________________________

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Website: hofstra.edu/sas