*FINAL EXAM SIGN UP FORM*

(For all exams that will be taken DURING finals week: DEC 13 – DEC 17)

**DEADLINE FOR ALL FORMS: WEDNESDAY, December 8th @ 5:00 PM**

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

**Finals Week Hours:**
- Monday 12/13: 9am-7pm
- Tuesday 12/14: 9am-7pm
- Wednesday 12/15: 9am-7pm
- Thursday 12/16: 9am-7pm
- Friday 12/17: 9am-5pm

**Student:**

Name: ____________________________ 700 #: ____________________________

Phone: ____________________________ Hofstra Pride Email: ____________________________

Exam Date: ____________________________ Exam Time (See SAS Testing Hours Above): ____________________________

Course Title: ____________________________ Professor: ____________________________

Please indicate if this exam is for an in person or remote class (check one):   ☐ ONLINE   ☐ IN PERSON

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

- ☐ Extended time: 1.5
- ☐ Extended time: 2.0
- ☐ Computer
- ☐ Kurzweil
- ☐ Calculator
- ☐ Reader
- ☐ Scribe
- ☐ JAWS
- ☐ Other: ____________________________

**Professor:**

1. Please specify what you are allowing/not allowing all students to use on the exam:

2. Please specify any specific Proctoring requirements you are using for the exam if it’s an online exam (microphone on/off, camera view, screen sharing, etc.):

3. Time class receives for exam: ____________________________ (minutes)

4. Professor’s email: ____________________________ Professor’s Phone: ____________________________

**Indicate your preference for receiving the completed exam:**

- ☐ Student Submission via Blackboard or Email Completed Exam to Professor directly   OR
- ☐ Professor Pick Up   OR
- ☐ SAS Scan and Email Completed Exam to Professor:

Signature of Instructor: ____________________________ Date: ____________________________
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Delivery Information

Exam Received By:

Name (Print):

Signature:

Title: