*FINAL EXAM SIGN UP FORM*

(For all exams that will be taken DURING finals week: May 16 – May 20)

DEADLINE FOR ALL FORMS: WEDNESDAY, May 11th @ 5:00 PM

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

Finals Week Hours: Monday 5/16: 9am-7pm  Tuesday 5/17: 9am-7pm  Wednesday 5/18: 9am-7pm  Thursday 5/19: 9am-7pm  Friday 5/20: 9am-5pm

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  ☐ 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. Student is permitted to use a calculator (Please circle one):

   None  Scientific  Graphing  Basic

3. 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.):

4. Time class receives for exam:  (minutes)

5. 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: