If you CAN attend the exam on the specified day and time then you need to create a Word (or .PDF) document which is named EXAM_PLANS.DOCX, and in that document you should state clearly that you can make the midterm and/or final exams. You must include your name, which exam(s) you're able to attend, and the date and time of the exams.

Patrick O'Brien

I can attend all of the exams on the aforementioned dates.