



SDS Office-Kennesaw
Kennesaw Hall, Room 1205
SDSTesting@kennesaw.edu
470.578.2666

Test Cover Sheet

SDS Office-Marietta
Student Center, Suite 160
SDSTesting@kennesaw.edu
470.578.7361

Complete and submit this form with each exam
Exams are due by 4PM one business day prior to the exam date

Student Name: _____

Course: _____

Faculty Name: _____

Faculty Cell Phone and Email: _____

Exam Date and Time: _____

(Please note that by filling this out and returning it to SDS you are approving the date and time the student scheduled the appointment)

Exam Format: Paper Online Both

Password (if exam is online): _____

Length of Exam: _____

(Note that SDS will adjust the testing time for paper-based exams to reflect accommodations specified on the Faculty Notification Letter. Online exams must be updated by the professor to reflect the student's accommodations)

Materials allowed in exam area (mark all that apply)

Scratch Paper	Formula Sheet
Calculator (specify below)	Textbook
Notes	Computer
Note Card (specify size below)	No Materials Allowed

Special Testing Instructions:

Return Method of Completed Exam:

E-mail as attachment

Submit through D2L or another online platform

Campus mail to Mail Drop: _____ Department: _____

Pick up (will need to pick up from the SDS Office of student appointment-check email confirmation)

Exam returned to: _____ on ____ / ____ / ____ Time: _____

OFFICE USE ONLY:

Exam Received: ____ / ____ / ____ Exam Administered: ____ / ____ / ____ Time: ____ : ____ to ____ : ____

Proctored by: _____ Exam Room: _____ Seat #: _____ Scanned: ____ / ____ / ____

Check List: _____