

**SDS Office-Kennesaw**  
 Kennesaw Hall, Room 1205  
[SDSTesting@kennesaw.edu](mailto:SDSTesting@kennesaw.edu)  
 470.578.3197

**TEST COVER SHEET**

**SDS Office-Marietta**  
 Student Center, Suite 160  
[SDSTesting@kennesaw.edu](mailto:SDSTesting@kennesaw.edu)  
 470.578.7361

Complete and submit this form with each test  
**\*\*\*Tests are due by 4PM one business day prior to the test date\*\*\***

Student Name: \_\_\_\_\_ Course Name/Number: \_\_\_\_\_

Test Date: \_\_\_\_\_ Class Test Time: \_\_\_\_\_

Permission to take test outside of class date/time?      Yes      No

Faculty Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Preferred E-mail: \_\_\_\_\_

Amount of time entire class is allowed for testing: \_\_\_\_\_

- **Note:** SDS Staff *will* adjust time to reflect accommodations specified on the Faculty Notification Letter.

**Materials allowed in testing area (mark all that apply):**

- |                  |                     |                           |               |
|------------------|---------------------|---------------------------|---------------|
| Scratch Paper →  | Discarded           | Returned with test        |               |
| Calculator →     | Graphing/Scientific | Scientific (Non-graphing) | Four Function |
| Notes            |                     |                           |               |
| Textbook         |                     |                           |               |
| Computer         |                     |                           |               |
| None             |                     |                           |               |
| Other (Identify) | _____               |                           |               |

Special testing instructions:

\_\_\_\_\_

\_\_\_\_\_

**Method of Completed Test Return:**

- E-mail as attachment
- Pick up (will need to pick up at from the SDS Office of student appointment-check email confirmation)
- Campus mail to Mail Drop: \_\_\_\_\_ Department: \_\_\_\_\_

**OFFICE USE ONLY:**

Test Received: \_\_\_\_/\_\_\_\_/\_\_\_\_      Test Administered: \_\_\_\_/\_\_\_\_/\_\_\_\_      \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_  
 Proctored by: \_\_\_\_\_      Test Room : \_\_\_\_\_      Seat #: \_\_\_\_\_      Scanned: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Test returned to: \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_      Time: \_\_\_\_\_