



Kennesaw Hall, Room 1205
SDSTesting@kennesaw.edu
470.578.3197

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

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

(Note that SDS will adjust the testing time to reflect accommodations specified on the Faculty Notification Letter)

Scratch paper
Calculator (specify below)
Notes

Textbook
Computer
None

E-mail as attachment
Submit through D2L or another online platform
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:

Exam Received: ____/____/____ Exam Administered: ____/____/____ Time: ____:____ to ____:____
Proctored by: _____ Exam Room: _____ Seat #: _____ Scanned: ____/____/____
Exam returned to: _____ on ____/____/____ Time: _____