

# Alternative Testing Pass Form Instructions

Academic Enrichment / OASIS  
107 Thompson Hall  
953-1820

Dear Professor:

- The purpose of the Alternative Testing Pass Form is to help you and the Academic Enrichment / OASIS office better communicate about test administration.
- This guide should answer most of your questions about the Alternative Testing Pass Form. However, please feel free to contact the Academic Enrichment / OASIS office with any questions at 3-1820.
- Thank you for your cooperation.

## Arranging to Take a Test at OASIS

- The OASIS office is open from 8:00 A.M. to 5:00 P.M. and during ESP for students to take tests. Students will not be allowed to start a test unless they have enough time to finish it (i.e., a student may not begin a 2 hour test at 4:00 P.M.). The amount of time needed to finish the test is based on the student's accommodations. Usually, students get time plus time and a half.
- Arrangements must be made at least one week in advance for students who need to take tests outside of regular office hours.
- It is the *student's* responsibility to make testing arrangements with OASIS.

## How to Fill Out This Form

- Please complete *all* sections on the Alternative Testing Pass Form completely. Omissions may result in the student being unable to begin the test until you have been contacted for clarification.
- Test Deadline: Indicate the date and time by which the test must be completed.
- Materials the student is allowed to use: Please include *all* items the student may utilize. If an item is not specified, the student will not be allowed to take it into the testing room.
- Delivery and Return Options: The OASIS office is unable to pick up or deliver tests, and will not accept or return tests through the campus mail service. You, the student, or a Citadel employee you designate may deliver and/or pick up tests.
- *Please be sure to sign and date the form at the bottom.*

## The Honor Code and Testing at OASIS

- The OASIS office is committed to enforcing the Citadel Honor Code. We take careful steps to ensure the integrity of the testing process in our office.
- Each student is monitored during testing and signs an Honor Code statement after each test, which will be included with the test when it is returned to you.
- You can help safeguard against Honor violations by sending tests to us in a sealed envelope. This is especially important if a student is delivering the test.
- If you have any questions or concerns about these procedures please feel free to contact us.

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