

Alternate Testing Pass Form
Student Success Center – 117 Thompson Hall
(843) 953-5305 or sscenter@citadel.edu – New Email Address

Professors, please complete and send this form to the Student Success Center along with the test.

How will the test be delivered to The Center?

- By the student (in a sealed envelope)
- By the professor or an academic department designee
- By e-mail to the Student Success Center (sscenter@Citadel.edu)

Student's Last Name: _____ **First Name:** _____

Student's CWID #: _____ **TEST # (i.e., #1, final, etc):** _____

Professor Name: _____ **Course (ENGL-102):** _____

Deadline Date for Taking the Test: _____

Please initial next to the materials the student is allowed to use on this test:

- | | | |
|--------------------------------------|---|-------------------------------------|
| <input type="checkbox"/> Scrap Paper | <input type="checkbox"/> Open Book | <input type="checkbox"/> Open Notes |
| <input type="checkbox"/> Calculator | <input type="checkbox"/> Formula Sheet | <input type="checkbox"/> Blue Book |
| <input type="checkbox"/> Dictionary | <input type="checkbox"/> Scantron – Please include a scantron sheet with the test if one is needed. | |

Use Computer (Specify Program): _____

Other Items (List): _____

Special Instructions: _____

How will the test be returned to the professor?

- By the student (Specify where to return the test): _____
- Professor or designee will pick up from the Student Success Center

Please note that tests will not be returned via campus mail.

Professor Signature: _____ **Date:** _____

For Office Use Only: CL: _____ Sealed by: _____

Start Time: _____ End Time: _____ Sealed Time: _____

Revised 10-18-18