

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

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

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)
- Online test or in Canvas

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

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

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

How long does the class have to take the exam?: _____

Deadline Date for Taking the Test: _____

Please indicate what materials the student is allowed to use on this test:

- Scrap Paper Open Book Open Notes
- Calculator Formula Sheet Blue Book
- Dictionary 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? Tests cannot be returned via campus mail.

- Canvas or Online
- By the student (Specify where to return the test): _____
- Professor or designee will pick up from the Student Success Center
- As a scanned document from SSC to the professor – email address: _____

Professor Signature: _____ **Date:** _____

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

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