THE CITADEL
ANGELA W. WILLIAMS STUDENT SUCCESS CENTER

117 Thompson Hall
sscenter@citadel.edu | 843.953.5305

Alternate Testing Pass Form (ATP)

IMPORTANT SECURITY, TIMING, & LEGAL COMPLIANCE RULES:

- **Submission & Appointments:** Exams and student appointments must be finalized at least 24 hours in advance. Same-day requests cannot be accommodated due to capacity constraints. Professors cannot submit ATPs for an entire class.
- **Center Security:** All exams administered in the Student Success Center are under continuous video surveillance and random physical walk-throughs.
- **Legal Compliance Notice (ADA & OCR):** Under the Americans Disabilities Act (ADA) and federal OCR regulations, postsecondary institutions must strictly guarantee all approved testing accommodations (e.g., Extended Time, Reduced-Distraction Rooms). Faculty members are legally permitted to proctor exams only if they personally ensure that 100% of the student's mandated accommodations are fully and seamlessly met. If the instructor cannot provide an environment that perfectly mirrors these required conditions, the exam must be administered through the Student Success Center.
- **Source Authorities:** *Americans with Disabilities Act (ADA) Title II (28 CFR § 35.130); U.S. Department of Education Office for Civil Rights (Section 504, 34 CFR § 104.44); and U.S. DOJ Testing Accommodations Guidance (ADA.gov).*

Student Name: _____ Student CWID: _____

Professor Name: _____ Course *(e.g., ENG-102)*: _____

Test # *(e.g., Final, Test 1)*: _____ Standard Class Time to Take Test *(Min/Hr)*: _____

Test Deadline Date: _____ *(Office staff will calculate accommodations if required).*

STEP 1: CHOOSE YOUR PROCTORING PATH (Select Path A or Path B)

☐ Path A: Proctoring Administered by the Student Success Center

The Center will securely manage, actively monitor, and log the exam session.

How will the test be delivered to the SSC?

☐ Canvas/Online
☐ Email to sscenter@citadel.edu
☐ Delivered by Professor/Designee

Allowed Materials *(Check all that apply):*

☐ Scrap Paper ☐ Open Book ☐ Open Notes ☐ Calculator
☐ Formula Sheet ☐ Blue Book ☐ Dictionary ☐ Scantron
☐ Use Computer/Assistive Software

(Note: Approved ADA digital tools like Jamworks or text-to-speech are legally permitted background programs, and other programs as needed).

Other Allowed Items or Specific Authorized Program/Tool: _____

How will the test be returned to the professor? (*No campus mail)*

☐ Canvas/Online | ☐ Professor/Designee Pick Up | ☐ Scanned PDF to Email: _____

OFFICE USE ONLY

Accommodation Time: _____ | Start Time: _____ | End Time: _____
Sealed Time: _____ | Sealed By: _____

☐ Path B: Proctored by the Professor (Acknowledge & Sign Additional Documentation)

Legal Notice: Under federal ADA/OCR regulations, students have a right to an equitable environment that strictly matches their Accommodation Letter. Faculty may self-proctor only if they can guarantee 100% of these mandated conditions. (Sources: 28 CFR § 35.130; 34 CFR § 104.44; ADA.gov Testing Guidance).

I elect to administer this exam myself.

☐ I certify that I will fully provide all federal ADA/OCR accommodations listed on this student's official letter (including 1.5x/2.0x time, private/reduced distraction spaces, and unhindered access to assistive tech).
☐ I assume full accountability for tracking exam integrity and timing.
☐ I agree to return a signed copy of this completed form to the Center immediately following the exam for compliance filing.

Professor Signature: _____ Date: _____

This Alternate Testing Pass Form MUST be completed and returned to the Student Success Center (SSC) regardless of whether Path A or Path B is chosen.

Revised: 10/29/2026