THE CITADEL
ANGELA W. WILLIAMS STUDENT SUCCESS CENTER

Any Questions?
sscenter@citadel.edu
843.953.5305

Testing Center Policies and Procedures for Faculty

The SSC is happy to administer or proctor exams or quizzes for students; however, ***an ATP form (Alternate Testing Pass) must be completed.***

ATP Instructions:

- Please complete the ATP form in full, except for the bottom section, which the SSC will complete.
- If the student is to take the exam during their scheduled class period, please make note of that on the form, or if the student has a specific deadline to complete the exam, please note that on the form as well. **(Ex. Deadline 1/25/26 by 4 pm).**
- Include any permitted resources or materials the student may use (calculator, scratch paper, Scantrons must be sent with the exam or student, etc.). This helps ensure our office staff understands the students' testing requirements and restrictions.
- Make sure to sign and date the form. *Please note that the testing center uses video monitoring along with staff walkthroughs.*
- You may send the completed ATP form and exam via email to sscenter@citadel.edu or drop off in person.
- ***Note: STUDENTS CANNOT DELIVER TESTS TO THE CENTER!***

Test Taking:

- Students may study in the SSC open area before their exam, prior to the start time set by the professor.
- **Once they enter the testing room, their allotted time starts, and they must begin testing.**
- Students **are NOT allowed** to use their personal laptops for testing; they **must** use a laptop provided by the Student Success Center.
- If Lockdown Browser is required for an exam, please note that on the ATP form.
- *Note*: Students cannot take a test in two parts unless they are taking comp exams provided through the psychology department.

Accommodations:

- **The SSC adheres to all accommodations for students provided by the Office of Services for Students with Disabilities.**
- Students with accommodations (such as 1.5x or 2x extended time) who arrive late or schedule a late appointment, but still decide to take the test, will need to sign a waiver stating that they are waiving their rights to receive the full or extended amount of time provided by their professor or the Office of Services for Students with Disabilities.
- By signing the waiver, the student agrees to accept the risk of not receiving the full amount of time, and if they run out of time, they will not be allowed to make it up in the future. This is to protect the integrity of the testing center.
- ***Please note: All Students must make an appointment. Priority will be given to students with accommodations set by the Office of Services for Students with Disabilities. Students must schedule the appointment for the full duration (e.g., a student cannot schedule a 30-minute appointment for a 2-hour test; the appointment should cover the full two hours).***

Test Return Methods:

- Tests taken at the SSC testing center can be returned via email or professor pick-up. ***The test return method must be noted on the ATP form.***
- If the professor has chosen to pick up the exam, it will be sealed and placed in the file cabinet for collection.
- If the professor requests that the exam be emailed, it will be scanned and sent to the professor within 24 hours of completion.