

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.

How will the test be delivered to The Student Success 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):** _____

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?

- By the student (Specify where to return the test): _____
 Professor or designee will pick up from the Student Success Center
 Scanned and emailed to professor by Student Success Center staff
 Shred original Save original to be picked up

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

Professor Signature: _____ **Date:** _____

For Office Use Only: Test Length: _____ Sealed by: _____

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

Revised 12/20/21