

**Charleston Southern University**

**STUDENT SUCCESS CENTER**

**TESTING CENTER**

**A COPY OF THIS FORM MUST ACCOMPANY EACH TEST**

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**STUDENT INFORMATION**

**Student's Name:** \_\_\_\_\_ **ID:** \_\_\_\_\_

**Reason for testing:**  Special Needs  Athlete  Make-up  
 Other: (please specify) \_\_\_\_\_

**Course Number:** \_\_\_\_\_ **Course Title:** \_\_\_\_\_

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**APPOINTMENT INSTRUCTIONS**

**Date Test Is To Be Given:** (if known): \_\_\_\_\_  
**Time Allotted:** \_\_\_\_\_

**Do we have your permission to reschedule the appointment if the student makes the request?**  No  Yes

**Testing Deadline:** Test can be given no later than: **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_  
(If this is not filled in we will assume student has no time frame in which to take the test.)

**May the student use any of the following during the test?**

Dictionary  Notebook paper  Calculator  Thesaurus  Textbook  
 Computer  Scantron  Other: (please specify) \_\_\_\_\_

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**RETURN INSTRUCTIONS**

**Please check one** (if not checked, the test will be kept in the Testing Center for pick up):

- I will pick up the completed test in the Testing Center.
- Return the completed test to me via campus mail.

**Location or Building:** \_\_\_\_\_

NOTE: If tests are sent through campus mail, the Testing Center is not responsible for lost tests.

**Professor's name** (please print): \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **email:** \_\_\_\_\_

**PROFESSOR'S SIGNATURE**

**DATE**

1. We will not administer tests without professor's instructions.
2. A locked drop box is available in the Student Success Center to receive your tests.
3. Faxed or emailed tests must also include cover sheet (Please confirm receipt by calling 863-8033).  
Fax number: 863-8030 Email address: [sfreshma@csuniv.edu](mailto:sfreshma@csuniv.edu) or [testingcenter@csuniv.edu](mailto:testingcenter@csuniv.edu)

----- **For SSC use only** -----

Test administered by: \_\_\_\_\_ Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

----- **For students use only** -----

In the spirit of the CSU Honor Pledge, I pledge that I will neither give nor receive unpermitted aid during this test, paper, assignment, or examination. I am further aware that, as a member of the CSU community, I am expected to report violations of this code as I know them to occur. I understand any violation of this pledge will be reported to my instructor immediately.