PURPOSE:

This document establishes a standard process by which Test Centers provide standardized testing for the CLEP. The Center is to provide a safe, quiet and well-lit environment for students testing.

ELIGIBILITY:

Students who wish to take CLEP exams must meet with an Advisor or Counselor to determine eligibility. Students having completed or currently enrolled in a subject are not eligible to take the CLEP within that subject. Students are eligible to earn up to 30 credit hours through CLEP. Failure to pass a test will require a waiting period of 6 months before being eligible to retake the same subject test.

PROCESS:

Eligible students will be required to perform the following:

1. Obtain a College Board Registration form.
   a. Online at www.collegeboard.com/clepresources
   b. Schedule an appointment with the Test Center.
   c. Present the registration form with a photo ID and a second form of ID on the scheduled appointment day.
   d. Pay the $20 proctor fee at the Test Center.
   e. Pay for the exam in one of the following manners:
      i. by credit card online.
      ii. by personal check at the Test Center.
      iii. by money order at the Test Center.
   f. All personal items will be secured by Test Center staff, including all electronic devices.
   g. Sign in on the College Board Sign-in sheet with station number, ID provided, time, and signature.
   h. Be assigned to a computer.
   i. Keep both forms of identification on the table during testing.

2. The Test Center will ensure a quiet, well-observed testing environment.
   a. The room will be proctored to ensure against cheating.
   b. Students will be provided with pencils and two sheets of scratch paper with the College Board logo.
   c. Students will sign out upon completion of their exams.
   d. Students will receive printed test results.
   e. Scores will be entered into the students’ records in the database.