



CLEP TEST ADMINISTRATION Frequently Asked Questions

What are CLEP tests?

The College-Level Examination Program® or CLEP is the most widely accepted credit-by-examination program in the United States, allowing you to demonstrate the college-level knowledge you've gained through prior academic study, independent study, professional experience, and/or cultural pursuits. CLEP examinations cover a range of academic subjects. Each exam is 90 minutes long.

There are two types of examinations:

- ▶ **General Examinations** measure knowledge of the material usually covered in the first two years of college; they are used to meet general education or liberal arts requirements. These include English composition, humanities, mathematics, natural sciences, social sciences and history.
- ▶ **Subject examinations** measure knowledge usually acquired in specific college courses. These include introductory courses in business, composition and literature, economics, foreign languages, history, mathematics, and science.

How are the tests administered?

CLEP is administered as a computer-based test (CBT) only. You will receive **instant score reports** (except for those tests which include an essay).

CLEP has developed a free on-line tool, the *CLEP Sampler*, to help you prepare for taking a CLEP test on computer. It can be downloaded from the College Board website. Detailed descriptions and downloadable study guides for each test are also available. Visit the website for more information about CLEP CBT at www.collegeboard.org/clep.

How do I register?

Download CLEP information and the Registration Form from our website at: <http://www.bloomu.edu/current/testing.php> or call University Testing at 570-389-4112 to request they be mailed to you.

Submit the registration form and administration payment to Bloomsburg University's Business Office at least **2-4 weeks** prior to the date on which you wish to sit for the exam.

A University Testing staff member will send you a receipt and confirmation of your testing date. Appointments will not be made until University Testing has received your completed registration form and administration payment.

Send the registration form and payment to:

Ms. Georgia Ortman
Business Office
Waller Administration Building
Bloomsburg University
400 E. 2nd Street
Bloomsburg, PA 17815

When should I register?

Registrations must be postmarked **2-4 weeks** prior to your earliest requested test date. Seating is limited and tests are scheduled on a first come-first served basis.

When are the tests administered?

You must be registered for an exam in order to be admitted. Test dates and times will be assigned to candidates according to the time his/her Registration Form is received. Please specify a first and second choice date and time on your registration form.

CLEP Test Dates for 2007-2008:

<u>Fall 2007</u>	<u>Spring 2008</u>	<u>Summer 2008</u>
September 7	January 11	June 20
October 5	February 1	July 18
November 2	March 7	August 8
December 7	April 4	
	May 2	



Where do I take the test?

Tests are administered in the Residence Life Office, ground floor of Elwell residence hall. Please announce yourself to the Receptionist at the desk upon arrival in the office.

Directions: <http://www.bloomu.edu/prospective/directions.php>

Where can I park?

The tri-level concrete parking deck is located next to Elwell residence hall. Parking passes are available in the Campus Police Office on the lower level of the University Bookstore building.

What are the costs?

CLEP Test Fee: The CLEP fee for each exam is \$65.00 and is paid on the day of your exam. You may pay by credit card (preferred payment method) - VISA, MasterCard, Discover, American Express - or by check or money order. If paying by check or money order, make the check or money order payable to *College-Level Examination Program*.

BU Administration Fee: The BU administration fee for each exam is \$20.00 (\$30 if also taking an essay test) and is paid in advance when submitting your Registration Form. You may pay by check or money order. Make checks or money orders payable to "Bloomsburg University".

Important Essay Notes

CLEP exams that include an essay will take approximately 3 hours. The objective portion of the exam must be taken first. If the examinee is successful on the objective portion, the essay portion must follow on the same date. Essay-only exams may be repeated once in 6 months for \$30.

How many tests may I take?

You may take up to 2 tests each day; one in the morning and one in the afternoon. Each exam is 90 minutes in length. Allow two (2) hours for the exam, including check-in and registration. A separate registration form and fees must be completed for each exam.

What if I need to reschedule or cancel?

For each rescheduling, you need to pay a \$25 rescheduling fee (payable to "Bloomsburg University"). Rescheduling will NOT be processed until we receive the rescheduling fee. Another confirmation will be mailed to you as soon as your appointment has been rescheduled. For cancellation, the administration fee is non-refundable.

What study materials are available?

Books describing the CLEP examinations and providing examples of CLEP test questions are available in public libraries and area bookstores. The official study guide for CLEP examinations, available by mail, contains descriptions of all CLEP exams, sample questions and answers, test-taking strategies, and general information about credit by examination. Please refer to the first page of the brochure. The CLEP website www.collegeboard.com/clep contains additional information about study materials and the tests themselves.

Can I walk-in to take the test?

No. You need to pre-register at least 2-4 weeks in advance. You must be registered for an exam in order to be admitted.

DANTES-funded military CLEP testing

To assist military personnel in meeting their educational goals, the Defense Activity for Non-Traditional Education Support (DANTES) funds CLEP exams for eligible military service members and eligible civilian employees. **Please note that DANTES funds the CLEP testing fee only. Examinees are personally responsible for the Testing Center Administration fee.**

Examinees qualified for DANTES funding are:

- Military personnel (Active Duty and Reserve) - Army, Navy, Air Force, Marine Corps, U.S. Coast Guard, Army Reserve, Air Force Reserve, Marine Corps Reserve, Navy Reserve, Coast Guard Reserve, Army and Air National Guard
- Eligible civilian employees and spouses of participating Reserve Component and Coast Guard personnel
- Department of Defense Acquisition Personnel (only eligible for the following exams: Principles of Macroeconomics, Principles of Microeconomics and Principles of Marketing)

All testing procedures remain the same as regular candidates except:

- a) The \$65 CLEP testing fee is waived (the \$20 administration fee still applies)
- b) Military ID is required for admission to the testing room.
- c) Optional essay is provided at no charge.

What if I need a special accommodation?

(No additional fee). We must have advance official written approval from BU's Accommodative Services Office to grant any special accommodations to an examinee. A physician's note alone is NOT sufficient. Contact Accommodative Services at: 570-389-4491.

Test day procedures

1. On the day of your test, please arrive early enough to procure a parking pass from Campus Police and park your vehicle in the tri-level parking deck.
2. Bring with you: checks or credit card (as indicated on your registration form), and two (2) required forms of I.D. per the list below.

The primary form of identification must be a government-issued photo ID card that bears the student's signature. The secondary form of identification must have a photo and/or signature. All funded military candidates must present a current military ID and a second form of government-issued photo ID.

Acceptable forms of **primary** identification include:

- Current driver's license
- Current state or federal ID card
- Current passport
- Tribal ID card
- Naturalization card or certificate of citizenship

Acceptable forms of secondary identification include:

- Current employee ID
- Current student ID
- Social Security card
- Military ID
- Unused ID from the primary choices above

3. Announce yourself to the Receptionist at the desk in the Residence Life Office.

Reminder: the only items allowed into the testing room are:

- Personal identification
- Scratch paper (provided by the testing center at the time of testing)
- Pencil (non-mechanical; provided by the testing center)
- Devices permitted as authorized testing accommodations for candidates with disabilities.

How do I contact the University Testing Office?

By phone: 570-389-4112
By email: kkollar@bloomu.edu
By fax: 570-389-5070

By mail: University Testing Services
Bloomsburg University of PA
400 E. 2nd Street
Residence Life Office
Bloomsburg, PA 17815