



## **CLEP Exam Guidelines 2010**

### **Board of Regents Policy and UC Testing Administration Information**

University Center (UC) is an "Open CLEP Testing Center." This means that we will administer CLEP exams to any student who approaches us, including students who may attend schools out of state. We also administer CLEP exams for military personnel. We **do not** administer the DANTES exam here. The DANTES exam is available at DSU and USD (full list of participating universities can be found here: <http://www.getcollegecredit.com/search.html?st=SD>).

Although we administer any CLEP exam in the system, **there are only certain CLEP exams** that are accepted by the Board of Regents. These can be found here: [http://www.sdbor.edu/administration/academics/documents/CLEP\\_guidelines.pdf](http://www.sdbor.edu/administration/academics/documents/CLEP_guidelines.pdf). Keep in mind that changes do and often occur, so be sure to visit <http://www.collegeboard.com> to verify that a test still exists.

The above links are extremely helpful because not only does it list the CLEP exams the South Dakota universities will accept, it also lists what course(s) the student will get credit for if they pass the exam. (*many students request the "English Composition" CLEP exam, which the state **does not** accept....the correct exam is "College Composition Modular (without essay)," which will give students credit for English 101 Composition I if they pass the exam.*) It can be confusing, and students can easily study for the wrong exam. **Always verify you are studying for the correct exam!**

Often a student will want to test out of a class that does not have a correlating CLEP exam. They can contact their home university to see if a departmental test-out is available. These departmental tests are developed by the university and may not transfer if a student switches universities—Regental or otherwise. Additionally, there are certain university rules regarding CLEP, so always verify your eligibility with your advisor.

A student can set-up a CLEP appointment **Monday-Friday between the hours of 9 AM and 2 PM** (the latest they may begin their test). We ask that students make the appointment at least **48 hours in advance** to allow for preparation.

Additionally, there are **two different fees** a student must pay to take an exam—a **\$15 registration fee and a \$77 testing fee (as of July 1<sup>st</sup>, 2010)**. We accept checks, credit cards, and check cards (no cash).

Each test lasts 90 minutes. All are computer-based. Some tests (German, French, and Spanish) may require the use of headphones.

The student receives a copy of their score immediately after taking the test. The scores range between 20 and 80 and are closely related to the number of questions answered correctly. There is no penalty for incorrect guessing. The initial score is translated into a scaled score by a process that adjusts for differences in the difficulty of the questions on the various forms of the test. The scaled score is what is reported.

Once a student is done with their test, a process is run known as "End-of-Day." This sends the score electronically to CLEP. CLEP will then officially notify the score recipient (the university chosen when the student takes the exam) within a few weeks. Students need to pay a transcript fee if they pass the exam that varies by each university.

We offer several CLEP study guides here in the Resource Center (Room 280) for in-room checkout only. They are also available for purchase at Barnes and Noble or at the official CLEP website (<http://www.collegeboard.com>).

Some of the most popular CLEP exams are College Composition Modular (without essay) and Spanish Language. We offer several group sessions for the Spanish Language CLEP exam each year for our community high schools (Washington, Lincoln, and Brandon Valley) but are willing to schedule appointments individually.

For questions and to schedule an exam, contact:

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