



Information for Test Takers

COLLEGE-LEVEL EXAMINATION PROGRAM®

2023-24

clep.collegeboard.org

What Is CLEP?

The College-Level Examination Program® (CLEP®) offers you the opportunity to receive college credit for what you already know by earning qualifying scores on any of the 34 CLEP exams. The exams are administered at over 2,000 test centers worldwide. Students also have the option to take CLEP exams with remote proctoring. Nearly 3,000 colleges and universities will award credit for successful scores. CLEP exams allow people who have acquired comprehensive subject knowledge through independent or prior study, on-the-job training, or cultural pursuits to show that they have the understanding of college-level material.

My Account for CLEP

To make sure the CLEP website is a resource-rich and useful tool for students, CLEP created My Account. Log in to your College Board account at cleportal.collegeboard.org

With My Account, you can:

- Easily pay, register, and print tickets (you can register for CLEP exams 24/7).
- Update your account information before purchasing an exam—name and date of birth (DOB) can't be changed once an exam registration has been completed.
- Access test center and score recipient information.
- View your scores and send your transcript to an institution.
- Purchase study materials.

Achieve Your College Goals with CLEP

The knowledge you've obtained from your education and professional experiences can take you further than you think.

CLEP can help you:

- **Earn 3 or more college credits**
- **Save tuition dollars**
- **Graduate on time**
- **Add flexibility to your degree program**

Who Earns College Credit with CLEP?

- High school and homeschooled students
- College students
- Military service members
- Adults returning to school
- Native world language speakers looking to fulfill their language requirements
- International students who want to translate their overseas courses into credit at U.S. colleges
- Applicants for master's degree programs looking to fulfill undergraduate prerequisites
- Professionals wanting to advance in their careers

Taking CLEP Exams

All 34 CLEP exams are internet based, giving you:

- Instant candidate score reports (except for College Composition and Spanish with Writing. See page 10 for scoring and score availability dates.)
- Year-round testing
- "Rights-only" scoring—no penalty for guessing

Information (including fees) contained in this brochure is subject to change.

Interested in CLEP?

Find Out Your College's CLEP Policy

Each college sets its own policy regarding which CLEP exams it will grant credit for and how many credits it will award. Contact your admissions officer or academic adviser about the CLEP policy at your institution. If you aren't yet enrolled in a college when you take your CLEP exam, you can send your scores to your college when you enroll. For a list of the colleges that grant credit for CLEP, visit clep.collegeboard.org/school-policy-search. After testing, you'll be charged a fee for each transcript ordered at a later date.

Decide Which Exam(s) to Take

Go to pages 4–6 for brief descriptions of all 34 exams. Read detailed descriptions at clep.collegeboard.org/exams.

Purchase and Prepare

Step 1: Choose and purchase exams through My Account

Purchase exams 24/7 through the My Account registration portal (cleportal.collegeboard.org), your own space to manage personal information, select a preferred test center, choose an institution to receive your score(s), and purchase study materials.

Step 2: Schedule your exam

CLEP exams are administered throughout the year at over 2,000 colleges and universities worldwide. Test takers also have the option to take CLEP exams with remote proctoring.

If you're testing at a CLEP test center:

Visit clep.collegeboard.org/test-center-search to find a test center for your exam. You may test at any official CLEP test center but MUST contact the center directly to schedule your exam.

If you're testing via remote proctoring:

Within 24 hours after registering for your CLEP exam, you'll receive an email from CLEP with instructions to create an account and schedule your exam with Proctortrack, CLEP's remote proctoring service (testing.verificient.com/clep/#!/welcome/). You'll need your ticket ID to set up your Proctortrack account.

In addition to the exam fee, most test centers charge a nonrefundable administration fee, directly payable to the institution. Check with your test center to see how much you should pay and how to pay. For those who select to test with remote proctoring, test takers will be charged a \$30 fee when registering and checking out on the My Account Portal. A \$10 rescheduling fee may apply.

Step 3: Prepare

Make use of various test materials and resources to get ready for whichever CLEP exam you choose. The CLEP website has free downloadable fact sheets for each of the 34 exams that include exam descriptions, a breakdown of exam content, and 5–10 sample questions per exam. More in-depth materials, which include CLEP exam guides and the CLEP practice app (examiam.com/clep), are available for purchase. There are also free online CLEP courses offered by Modern States Education Alliance. Prepare today. clep.collegeboard.org/prepare-for-an-exam

Repeating Exams

You may not repeat an exam of the same title within three months of the initial testing date. If you retake an exam within the three-month period, your administration will be considered invalid, your score will be canceled, and any test fees will be forfeited.

DANTES-funded military examinees: DANTES no longer funds retesting on previously funded CLEP exams. However, service members may personally fund a retest after waiting three months.

Military-Affiliated Individuals

CLEP exams are funded by the U.S. government through the Defense Activity for Non-Traditional Education Support (DANTES) for the following:

- Military personnel (active duty): Army, Navy, Air Force, Marine Corps, U.S. Coast Guard, and National Guard and Reserve Component
 - Spouses of Coast Guard (active and reserve)
 - Eligible MyCAA participants
 - Air Force civilian employees (Exams must be taken at on-base or fully funded test centers only)
- NOTE:** CLEP exams for civil service employees, inactive guard or reserve personnel, and spouses and dependents not listed above are NOT funded through DANTES.

Contact DANTES at 850-452-1919 for questions regarding eligibility for DANTES-funded CLEP exams.

Veterans

Depending on their benefits election, some veterans can claim full reimbursement for CLEP exams and exam administration fees under provisions of the Veterans Benefits Improvement Act of 2004 (Public Law 108-454), which enhances the education benefits of the Montgomery GI Bill. For more information, please visit benefits.va.gov/gibill/national_testing.asp.

International Candidates

If you're outside the United States and have no testing center in your area, consider taking CLEP when you arrive at the U.S. college or university where you'll study. Ask your admissions officer or international student adviser about the college's CLEP policy.

Accommodations for Students with Disabilities

If you have a disability, such as a learning or physical disability, that would prevent you from taking a CLEP exam under standard conditions, you may request accommodations at your preferred test center. Contact the test center well in advance of the test date to make the necessary arrangements and to find out its deadline for submission of documentation and approval of accommodations. Accommodations you can arrange directly with test centers include:

- ZoomText® (screen magnification)
- Modifiable screen colors
- Use of a reader, scribe, or a sign language interpreter (not available for remote proctoring)
- Extended time
- Untimed rest breaks

Accommodations for CLEP exams with remote proctoring must be approved by College Board. If you haven't received College Board approval for accommodations, you won't be able to add accommodations to your CLEP exam with remote proctoring. Learn more about accommodations for CLEP exams with remote proctoring. (clep.collegeboard.org/about-remote-proctoring/take-clep-exam-remote-proctoring)

If the listed accommodations don't meet your needs, contact CLEP Services for information about other nonstandard options at clep@info.collegeboard.org or 800-257-9558 before you register through My Account.

Exam Descriptions

CLEP exams cover material that students typically encounter during their first two years of college. Many CLEP exams are designed to correspond to one-semester courses. Some, however, correspond to one to two years of study. At most colleges, students earn three credits for a one-semester course and six credits for a full-year course.

Exams are approximately 90 minutes and consist mainly of multiple-choice questions. Some exams, like College Composition and Spanish with Writing, include an essay section. World Language exams also include listening sections.

Business

- **Financial Accounting** tests familiarity with accounting concepts and terminology; preparation, use, and analysis of accounting data and financial reports issued for both internal and external purposes; application of accounting techniques to problem-solving situations involving computations; and generally accepted accounting principles and procedures. (3 credits)
NOTE: An online four-function calculator is available during the exam. **You aren't permitted to use your own calculator.**
- **Information Systems** covers office applications, internet and web, technology applications, hardware and systems technology, software development, programming concepts and data management, and social and ethical implications and issues. (3 credits)
- **Introductory Business Law** emphasizes the functions of contracts in American business law. It also includes questions on the history and sources of American law, legal systems and procedures, agency and employment, sales, and other topics. (3 credits)
- **Principles of Management** covers the essentials of management and organization in a variety of settings. It requires knowledge of human resources and operational aspects of management but emphasizes functional aspects of management. (3 credits)
- **Principles of Marketing** deals with the role of marketing in society and within a company, understanding consumer and organizational markets, marketing strategy planning, the marketing mix, marketing institutions, and selected other topics such as international marketing, ethics, market research services, and not-for-profit marketing. (3 credits)

Composition and Literature

College Composition includes a required essay section. Test takers type their essays on the computer. The essays are scored by college English professors carefully selected by the College Board from faculty of two- and four-year institutions nationwide. There's no additional fee for the essays. Scores for this exam take 2–3 weeks to be reported.

- **American Literature** covers prose and poetry written in the United States from colonial times to the present. It primarily tests knowledge about literary works, but also requires an ability to interpret poetry, fiction, and nonfiction prose. (3 credits)
- **Analyzing and Interpreting Literature** tests your ability to analyze and interpret literary passages from poetry, fiction, nonfiction, and drama. Familiarity with specific literary works isn't required. (3 credits)

- **College Composition** assesses writing skills taught in most first-year college composition courses. Those skills include analysis, argumentation, synthesis, usage, ability to recognize logical development, and research. This exam includes two required essay sections. (6 credits)
- **College Composition Modular** measures the same skills as College Composition but only includes multiple-choice questions. (3 credits)
- **English Literature** covers prose, poetry, and drama written by British and other authors writing in a postcolonial context, from *Beowulf* to the present. It requires knowledge of major authors and literary works and familiarity with common literary terms, themes, and forms. (3 credits)
- **Humanities** tests general knowledge of literature, art, music, and other performing arts. It covers all periods from classical to contemporary and many different fields: poetry, prose, philosophy, art, architecture, music, dance, theater, and film. (3 credits)

“As a 41-year-old with a wife and two kids, I needed to find a way to accelerate my degree program while reducing my course load each semester. CLEP helped me to graduate in two years without ever having to take more than 12 credit hours per semester.”

Wesley Reitz
West Texas A&M University

History and Social Sciences

- **American Government** covers material usually taught in a one-semester introductory course in American government and politics. It includes topics such as the institutions and policy processes of the federal government, the federal courts and civil liberties, political parties and pressure groups, political beliefs and behavior, and the content and history of the Constitution. (3 credits)
- **History of the United States I: Early Colonization to 1877** covers the period of U.S. history from early European colonization to the end of Reconstruction, including political, social, cultural, economic, and diplomatic history. The majority of the questions cover the period 1790–1877. (3 credits)
- **History of the United States II: 1865 to the Present** covers the period of U.S. history from the end of the Civil War to the present, including the same aspects of history addressed in History of the United States I. Primary emphasis is on the 20th century. (3 credits)
- **Human Growth and Development** covers material taught in an introductory developmental psychology or human development course, including the periods of infancy, childhood, adolescence, adulthood, and aging. An understanding of the major theories and research related to the broad categories of physical, cognitive, and social development is required. (3 credits)
- **Introduction to Educational Psychology** covers principles of learning and cognition, teaching methods and classroom management, child growth and development, and evaluation and assessment of learning. (3 credits)
- **Introductory Psychology** includes topics such as the biological bases of behavior, sensation and perception, states of consciousness, learning, cognition, motivation and emotion, developmental and social psychology, personality, psychological disorders, social psychology, and tests and measurement. (3 credits)
- **Introductory Sociology** deals with social institutions; stratification; social patterns, processes, and changes; and sociological theory. It emphasizes facts and concepts as well as general theoretical approaches. (3 credits)
- **Principles of Macroeconomics** covers the principles of economics that apply to the economy as a whole, particularly the general price level; output and income; and interrelations among sectors of the economy. It emphasizes the determinants of aggregate demand and supply, and the monetary and fiscal policies appropriate to achieve particular policy objectives. (3 credits)
- **Principles of Microeconomics** deals with the principles of economics that apply to the analysis of the behavior of individual consumers and businesses in the economy. Questions on this exam require you to apply analytical techniques to hypothetical as well as real-world situations and to analyze and evaluate economic decisions. (3 credits)
- **Social Sciences and History** is intended to satisfy social sciences and history distribution requirements for nonmajors. It includes questions on political science, economics, geography, United States history, Western civilization, and world history. (6 credits)
- **Western Civilization I: Ancient Near East to 1648** covers the civilizations of Ancient Greece, Rome, and the Near East; the Middle Ages; the Renaissance and Reformation; and early modern Europe. Test takers may be asked to evaluate or interpret historical data or primary sources. (3 credits)
- **Western Civilization II: 1648 to the Present** covers European history from the mid-17th century through the post-World War II period. It includes political, economic, and cultural developments such as scientific thought, the Enlightenment, the French and Industrial Revolutions, nationalism, imperialism, the Russian Revolution, and World Wars I and II. (3 credits)

Science and Mathematics

A calculator is available on the computer for some of the math and science exams. Three different calculators are used across the various exams—four-function, scientific, and graphing calculators. See the individual exam descriptions for more details. **You aren't permitted to use your own calculator.**

- **Biology** covers three major areas of the biological sciences: molecular and cellular biology; organismal biology; and population biology, including evolution and principles of ecology. (6 credits)
- **Calculus** includes differential and integral calculus, as well as limits. An understanding of algebraic, trigonometric, exponential, and logarithmic functions is required. (4 credits)

NOTE: An online graphing calculator is available during some portions of this exam. Students should familiarize themselves with the calculator functionality before taking Calculus; practice time won't be available during the exam. A free practice calculator is available at clep.collegeboard.org/exam/calculus.

- **Chemistry** requires understanding of the structure and states of matter, reaction types, equations and stoichiometry, equilibrium, kinetics, thermodynamics, and descriptive and experimental chemistry. (6 credits)

NOTE: An online scientific (non-graphing) calculator and a periodic table are available during this exam. Students should familiarize themselves with the calculator functionality before taking Chemistry; practice time won't be available during the exam. A free practice calculator is available at clep.collegeboard.org/exam/chemistry.

- **College Algebra** includes basic algebraic operations; equations and inequalities; algebraic, exponential, and logarithmic functions and their properties; and number systems and operations. (3 credits)

NOTE: An online scientific (non-graphing) calculator is available during this exam. Students should familiarize themselves with the calculator functionality before taking College Algebra; practice time won't be available during the exam. A free practice calculator is available at clep.collegeboard.org/exam/college-algebra.

- **College Mathematics** covers material generally taught in a college course for students majoring in subjects that don't require advanced math. The test includes questions on the real number system, logic, sets, equations, functions and their graphs, probability, statistics, data analyses, financial mathematics, and applications from algebra and geometry. (3 credits)

NOTE: An online scientific (non-graphing) calculator is available during this exam. Students should familiarize themselves with the calculator functionality before taking College Mathematics; practice time won't be available during the exam. A free practice calculator is available at clep.collegeboard.org/exam/college-mathematics.

- **Natural Sciences** is intended to satisfy science distribution requirements for nonscience majors. It includes biological and physical science topics such as classification and function of organisms, evolution, genetics, cells, ecology, atomic and nuclear structure, chemical elements, thermodynamics, classical mechanics, electricity, astronomy, and geology. (6 credits)
- **Precalculus** tests your knowledge of specific properties of the following types of functions: linear, quadratic, absolute value, square root, polynomial, rational, exponential, logarithmic, trigonometric, inverse trigonometric, and piecewise-defined. (3 credits)

NOTE: An online graphing calculator is available during some portions of this exam. Students should familiarize themselves with the calculator functionality before taking Precalculus; practice time won't be available during the exam. A free practice calculator is available at clep.collegeboard.org/exam/prec calculus.

World Languages

These exams cover language skills usually learned in the first one or two years of college study. They include reading and listening skills and three separately timed sections. Spanish with Writing has five separately timed sections and is the only World Language exam that has a writing section. Most colleges that award credit for the language exams will grant two or more semesters of credit, depending on your exam score. (6 or more credits)

- **French Language**
- **German Language**
- **Spanish Language**
- **Spanish with Writing**

Preparing to Take CLEP Exams

There are several ways to prepare for a CLEP exam.

1. Use your personalized My Account registration portal to purchase individual exam guides which contain sample questions for all 34 exams. Visit My Account at cleportal.collegeboard.org.
2. Review the exam descriptions and answer sample questions in the individual CLEP examination guides. Use the answer key to determine your number of correct responses. Sample questions don't appear on the actual examination. They're intended to only give potential test takers an indication of the format and difficulty level of the exam and to provide practice and review. Knowing the correct answers to all of the sample questions isn't a guarantee of satisfactory performance on the exam.
3. Check with your college bookstore to find out which books and materials are used for the equivalent course in the exam subject. You can often find the course syllabus on your college's website as well.
4. Visit clep.collegeboard.org/exams for:
 - ◆ A list of suggested textbooks to study for each exam.
 - ◆ Links to free online course materials and lectures for each exam.

5. Get free study materials through your base education center if you're a DANTES-funded military candidate. Candidates can also order free exam guides through **My Account**.

CLEP Study Materials: A Word of Warning

Many private companies offer test preparation services for CLEP exams. Some are legitimate, but some make promises they can't keep and sell services and products you don't need. Be sure to investigate test prep companies thoroughly before making a purchase.

We get complaints from students regarding the following practices, which we consider to be unfair or inappropriate:

- Attempts to sell test prep services for many CLEP exams at once, with a sizable payment up front or on credit
- Commitments for credit agreements with a company other than the one selling the preparation materials
- Contacts from salespeople to you or your family
- Promises that you can receive college credit without enrolling in college

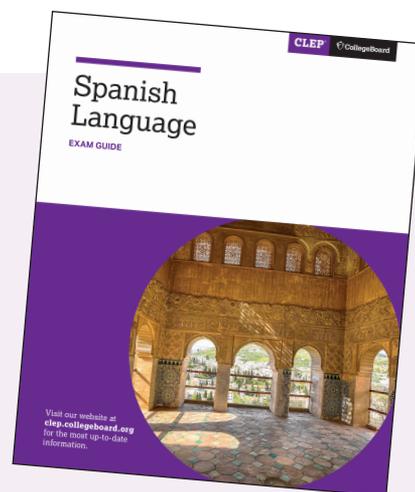
If you think you've been cheated, you should seek the help of an organization such as the Better Business Bureau or the Federal Trade Commission.

Order CLEP Examination Guides

CLEP examination guides are the only official sources of information about the computer-based CLEP exams.

For \$10 you'll get an outline of the test, sample questions and answers, and tips to get ready for the exam. Please note that the sample questions in the exam guides don't appear on CLEP exams. **Individual exam guides are available only as downloads from the College Board Store (store.collegeboard.org) or My Account registration portal (cleportal.collegeboard.org); they aren't sent by mail.**

You can also purchase the Official CLEP Examination Guide App for each exam subject from **examlam** so you can practice for the exam on your mobile device. The app contains the same information and practice questions found in the e-guides. It also includes diagnostic tools to help you identify your test-taking strengths and weaknesses.



On Exam Day

Visit the What to Expect with Remote Proctoring page (clep.collegeboard.org/test-day/what-to-expect-remote-proctoring) to learn more about what happens during your scheduled remote-proctored exam appointment.

If testing via remote proctoring, log in to your Proctortrack account (testing.verificient.com/clep/#/welcome/) at your scheduled appointment time and have your government-issued ID ready.

If you're testing at a CLEP test center, arrive early enough to find a parking place, locate the test center, and get settled comfortably before testing begins.

Bring the following to the test center:

- A valid registration ticket for each exam title from My Account registration portal.
- Any registration forms or printouts required by the test center. Make sure to fill out all necessary paperwork before your testing date.
- Two No. 2 pencils with good erasers. Mechanical pencils are prohibited.

Bring the following to the test center or your remote proctoring appointment:

- A form of valid and acceptable identification. Acceptable identification must:
 - ◆ Be government issued.
 - ◆ Be an original document—digital copies and photocopied documents aren't acceptable.
 - ◆ Be valid and current—expired documents (bearing expiration dates that have passed) aren't acceptable, no matter how recently they may have expired.
 - ◆ Bear the test taker's full name, in English language characters, exactly as it appears on the Registration Ticket, including the order of the names. Middle initials are optional and only need to match the first letter of the middle name on both the ticket and the identification.
 - ◆ Bear a recent recognizable photograph that clearly matches the test taker.
 - ◆ Include the test taker's signature.
 - ◆ Be in good condition, with clearly legible text and a clearly visible photograph.

Refer to the Exam Day Info page on the CLEP website (clep.collegeboard.org/test-day) for more details on acceptable and unacceptable forms of identification.

Military test takers, bring your Geneva Conventions Identification Card. Refer to clep.collegeboard.org/clep-military-benefits for information on IDs for active duty members, spouses, and civil service civilian employees.

Homeschoolers and high school students under the age of 21, if you don't have the required government issued ID, please complete a Student ID Form, which is valid for one year (clep.collegeboard.org/test-day/what-to-bring-on-test-day). The form must be accompanied by a recognizable photo, with a school or notary seal overlapping the photo. You must sign the form in front of a school official or notary. You must sign the form in the presence of testing staff when you use it for subsequent testing administrations. **If you fail to present appropriate ID, you won't be tested.**

Your admission to the test center or remote proctoring appointment doesn't guarantee that the ID you showed us is valid or that your scores will be reported. All reported cases of questionable ID are subject to review. If it's discovered after your test administration that you used a false or invalid identification, your test scores will be canceled, and you will forfeit your registration and test fees. The colleges and programs you've designated to receive your score reports (along with the school or institution you currently attend) will be notified and may be told why your scores were canceled. Law enforcement authorities may also be notified when fraud is suspected.

Permitted Items:

The only items permitted in your testing space are your testing device, approved testing accommodations, testing materials provided by the testing center, and note-taking materials as specified within the [CLEP Remote Proctoring Requirements](#) page for remote test takers.

Prohibited Items Examples include (but not limited to):

- Any unauthorized testing aids
- Any electronic devices other than testing device
- Audio players, recorders, tablets, notebooks
- Bluetooth, wireless, wired, or battery-operated devices—i.e., any other personal computing devices
- Devices capable of recording—i.e., audio, photographic, or video content, or capable of viewing or playing back content
- Listening devices of any type, unless provided by test center for language tests—i.e., wireless or wired headphones/earbuds media players with headphones
- Flash/thumb drives or any other portable electronic storage device
- Mobile phones, smartwatches, fitness trackers, watches with alarms, separate timers of any type, and other communication devices (simple non-digital watches are acceptable)
- Calculators (a calculator function is built into the software for some exams; for more info, visit clep.collegeboard.org/test-day/calculators)
- Nonmedical electronic devices

What Your CLEP Score Means

To reach the total score you see on your score report, two calculations are performed.

1. Your “raw score” is calculated. This is the number of questions you answered correctly. Your raw score increases by one point for each question answered correctly.
2. Your raw score is converted into a “scaled score” that ranges from 20, the lowest, to 80, the highest. The final scaled score is the score that appears on your score report.

To see whether you attained a score sufficient to receive college credit, compare your score to the scores in the table on page 13. The scores that appear in this table are the credit-granting scores recommended by the American Council on Education® (ACE®). **Each college, however, reserves the right to set its own credit-granting policy, which may differ from that of ACE.** If you haven't already done so, contact your college as soon as possible to find out the score it requires to grant credit, the number of credit hours granted, and the course(s) that can be bypassed with a satisfactory score.

Please note that CLEP exams are developed and evaluated independently and aren't linked to each other except by the program's common purpose, format, and method of reporting results. For this reason, direct comparisons shouldn't be made between CLEP exams in different subjects. CLEP scores aren't comparable to SAT® scores or other test scores.

Students can order official transcripts for exams by logging in to their CLEP account (cleportal.collegeboard.org) and paying a fee. To send a transcript for DANTES-funded exams, you must order a military transcript online using the Parchment Transcript Ordering Service (exchange.parchment.com/send/adds/index.php?main_page=login&s_id=3q7ey35yiWKgVEiC).

- Any type of pens, highlighters, mechanical or colored pencils
- Dictionaries, books, pamphlets, or reference materials
- Food, beverages, or tobacco products
- Hats (unless worn as a religious requirement)
- Hooded clothing such as sweatshirts or sweaters
- Papers of any kind (scratch paper will be provided by the test center administrator)
- Slide rules, protractors, compasses, or rulers
- Backpacks, fanny packs, briefcases, bags, purses, wallets, outdoor wear, and any other personal items
- Any weapons, firearms, or other items prohibited by law or test center/campus safety and security policies

NOTE: If testing using remote proctoring, it's important to review the **CLEP Remote Proctoring Requirements** page for examples of prohibited items specific to remote testing and other remote testing requirements.

Remote Proctoring Requirements

Review the CLEP Remote Proctoring Requirements page (<https://clep.collegeboard.org/about-remote-proctoring/clep-remote-proctoring-requirements>) to ensure you have everything you need for your scheduled exam appointment. If you don't, you won't be able to test.

Score Reporting Policies

You'll receive an unofficial copy of your exam score for your records immediately after you finish the exam unless you have taken College Composition or Spanish with Writing. In the case of those exams, email notifications will be sent once the scores are available online. Scores for College Composition and Spanish with Writing will typically be available online approximately 2–3 weeks after the exam. Scores for most exams will also be available online in the CLEP My Account portal one business day after a student tests.

If you didn't request an official free copy to be shared with your preferred institution when registering, you can request the scores to be sent to a score recipient through the My Account registration portal (cleportal.collegeboard.org). Prior to sending a transcript to an institution, please be sure that you have verified the institution's CLEP credit-granting policy. *A fee will be charged for each transcript ordered at a later date.* Students can order official transcripts through the My Account portal.

There are some instances in which CLEP exam scores can't be ordered. If you have a score on hold, took an exam that was DANTES funded, or retaken a CLEP exam within the three-month waiting period, those exam scores are considered nonorderable. To send a transcript for DANTES-funded exams, you must order a military transcript online using the Parchment Transcript Ordering Service (exchange.parchment.com/send/adds/index.php?main_page=login&s_id=3q7ey35yiWKgVEiC).

Information for Test Takers

NOTE: CLEP Transcript Requests are nonrefundable. Once ordered, a request can't be canceled, changed, or rerouted.

Candidates can't receive scores by phone, fax, or email under any circumstances. Most scores are sent to institutions by first-class mail. Acceptance of the scores is at each institution's discretion.

All examinees may request to have scores suppressed from future transcripts.

Canceling Scores

If you don't want your score to be reported, you may select that as an option at the end of the exam *before you see your score*. **Canceled scores can't be reinstated, and canceled exams can't be taken again for three months. Your exam fee won't be refunded.**

Essay Scoring and Retention

The essay portions of the College Composition and Spanish with Writing exams are scored by college English and Spanish Language professors from two- and four-year institutions nationwide. CLEP retains these essays. The essay questions aren't disclosed to institutions. Each essay is scored by two or more faculty members using a holistic scoring method. Refer to the Score Reporting Policies section on page 9, and see below for more information about essay reading dates, score availability dates, and mailing dates of official score reports to institutions.

CLEP College Composition and Spanish with Writing Scoring and Score Availability Dates June 2023–August 2024

Students who take the College Composition or Spanish with Writing exams will be notified via email once their scores become available on the CLEP My Account Registration Portal. College Composition and Spanish with Writing scores are available online 2–3 weeks after the exam date. To view your scores, log in using the same information you used to register. Once logged in, click on **My CLEP Account**, and select **My CLEP Exam Scores**.

If you'd like a paper copy of your scores, click on the **Print** button above the score table on the My CLEP Exam Scores page.

Last Date for Transmission from Test Centers (11:59 PM, ET)	ONE Exam Scoring Date	Score Availability on CB Portal for Test Takers	Scores Mailed to Institutions
May 29, 2023	May 31, 2023	June 4, 2023	June 12, 2023
June 12, 2023	June 14, 2023	June 18, 2023	June 27, 2023

Scoring and Score Availability Dates (continued)

Last Date for Transmission from Test Centers (11:59 PM, ET)	ONE Exam Scoring Date	Score Availability on CB Portal for Test Takers	Scores Mailed to Institutions
June 26, 2023	June 28, 2023	July 2, 2023	July 11, 2023
July 10, 2023	July 12, 2023	July 16, 2023	July 24, 2023
July 24, 2023	July 26, 2023	July 30, 2023	August 7, 2023
August 7, 2023	August 9, 2023	August 13, 2023	August 21, 2023
August 24, 2023	August 26, 2023	August 30, 2023	September 11, 2023
September 7, 2023	September 9, 2023	September 13, 2023	September 21, 2023
September 18, 2023	September 20, 2023	September 24, 2023	October 2, 2023
October 2, 2023	October 4, 2023	October 8, 2023	October 16, 2023
October 19, 2023	October 21, 2023	October 25, 2023	November 2, 2023
November 6, 2023	November 8, 2023	November 12, 2023	November 20, 2023
November 27, 2023	November 29, 2023	December 3, 2023	December 11, 2023
December 11, 2023	December 13, 2023	December 17, 2023	December 27, 2023
December 25, 2023	December 27, 2023	December 31, 2023	January 10, 2024
January 11, 2024	January 13, 2024	January 17, 2024	January 25, 2024
January 29, 2024	January 31, 2024	February 4, 2024	February 12, 2024
February 12, 2024	February 14, 2024	February 18, 2024	February 27, 2024
February 26, 2024	February 28, 2024	March 4, 2024	March 12, 2024
March 11, 2024	March 13, 2024	March 17, 2024	March 25, 2024
March 28, 2024	March 30, 2024	April 4, 2024	April 11, 2024
April 11, 2024	April 13, 2024	April 17, 2024	April 25, 2024
April 25, 2024	April 27, 2024	May 1, 2024	May 9, 2024
May 9, 2024	May 11, 2024	May 15, 2024	May 23, 2024
May 27, 2024	May 29, 2024	June 2, 2024	June 12, 2024
June 10, 2024	June 12, 2024	June 16, 2024	June 26, 2024
June 27, 2024	June 29, 2024	July 3, 2024	July 12, 2024

Last Date for Transmission from Test Centers (11:59 PM, ET)	ONE Exam Scoring Date	Score Availability on CB Portal for Test Takers	Scores Mailed to Institutions
July 8, 2024	July 10, 2024	July 14, 2024	July 22, 2024
July 25, 2024	July 27, 2024	July 31, 2024	August 8, 2024
August 12, 2024	August 14, 2024	August 18, 2024	August 26, 2024
August 29, 2024	August 31, 2024	September 4, 2024	September 13, 2024

Availability/Use of Scores

Candidate scores that have been released to colleges may be used for educational research or validity studies by the College Board, the receiving colleges, or ETS®, but no names or identification of individuals will be revealed.

Test Security

Educational Testing Service® (ETS), on behalf of College Board, maintains test administration and security standards designed to ensure that all test takers are given the same opportunity to demonstrate their abilities and to prevent any test taker from gaining an unfair advantage. ETS routinely reviews irregularities and test scores believed to be earned under unusual or nonstandard circumstances.

Electronic devices aren't allowed in the testing room. If a device is detected, it may be confiscated, and its contents may be inspected as part of a thorough test security investigation. ETS and College Board reserve the right to cancel any test score if the test taker engages in misconduct, if there's a testing irregularity, if ETS believes there's a reason to question the score's validity, or if the score has been obtained unfairly. Before a test score is canceled for the latter reason, the test taker is given an opportunity to confirm the questioned score by retaking the test at the expense of College Board, to authorize ETS to cancel the score and refund all test fees, or arbitration in accordance with the ETS standard Arbitration Agreement. The arbitration option is only available for tests administered in the United States, U.S. Virgin Islands, Puerto Rico or Canada. When test scores are canceled because of irregularities, such as mistiming or defective materials, the test taker may retake at the expense of College Board.

If at any time before, during, or after a review of questionable scores, ETS finds that misconduct has occurred in connection with a test, ETS may treat the matter under its misconduct procedures; in that event, the options mentioned above related to testing irregularities, as applicable, won't be available even if those options were previously offered.

ETS reserves the right to cancel the scores of test takers when, in its judgment, there is evidence that a writing response includes, for example, text that is substantially similar to text found in other CLEP responses, or quotations or paraphrasing of language or ideas from published or unpublished sources used without attribution. Such responses do not reflect the independent compositional writing skills that the tests seek to measure.

Reviews of questionable scores by ETS are confidential. If it's necessary to cancel scores that have already been reported, score users are notified, but the reasons for cancellation aren't disclosed.

CLEP Security Standards

Colleges that grant credit for CLEP do so with the understanding that CLEP scores are legitimate measures of students' abilities. The CLEP Program has developed the following security policies and procedures:

When students take a CLEP exam, they agree to the following statement: "To maintain the security of the exam and the validity of my CLEP score, I will allow no one other than myself to know the exam questions. I won't disclose these questions to anyone at any time during or after the test. I'm aware of and agree to the CLEP Program's policies and procedures as outlined in the *Information for Test Takers* bulletin."

Suspected Impersonation

In cases where College Board or ETS believes that someone other than the registered test taker took the test for the registered test taker, and in other cases where required or permitted by law, College Board and ETS may refer the matter to law enforcement and inform the registered test taker's parents, legal guardian(s), high school, and colleges and other institutions to which the registered test taker requested scores be sent.

Restrictions Involving Test Preparation Services, Tutors, or Educators

Anyone involved in the creation of CLEP test preparation materials is prohibited from taking a CLEP exam. Additionally, individuals involved in the development or delivery of courses, workshops, or tutoring activities, whether public or private, whether paid or volunteer, which involve preparing candidates for CLEP exams, or for any other exams administered for the same purpose as CLEP exams, are prohibited from taking CLEP exams. Anyone who takes a CLEP exam is prohibited from engaging in any of these activities for at least one year following the exam date. Anyone violating this policy will be permanently banned from all future CLEP testing.

High school teachers are permitted to take CLEP exams in pursuit of college credit for their own educational or professional advancement. However, high school

Information for Test Takers

teachers who are involved in any way in CLEP-related instruction, preparation, or test administration activities may not take a CLEP exam. Additionally, high school teachers who have taken a CLEP exam must wait at least one year following the exam date before engaging in any of these activities.

Testing Misconduct

By registering for the test, the registered test taker specifically acknowledges, and agrees to, such disclosure.

- If a CLEP test center proctoring administrator finds that there's misconduct in connection with a CLEP exam, the involved student will be dismissed from testing. Testing misconduct during remote testing will result in the test being terminated. For either situation, the program will decline to score the exam or will cancel the score. Misconduct includes, but isn't limited to, the following:
 - ◆ Obtaining improper access to the exam, or a part of the exam.
 - ◆ Attempting to take the exam for someone else or having someone take the exam for you.
 - ◆ Consulting prohibited aids such as textbooks, teachers or professors, other students, any electronic device, included authorized software and unauthorized software, or any other resource during the exam.
 - ◆ Failing to provide acceptable identification.
 - ◆ Attempting to remove questions or any notes relating to the exam from the testing room, whether at a test center or via remote proctoring.
 - ◆ Attempting to give or receive assistance. Communication in any form during the exam administration or during breaks is prohibited. Discussion or sharing of exam questions or answers after the test is also prohibited.
- ◆ Leaving the testing room without permission.
- ◆ Creating a disturbance.
- ◆ Disruptive behavior in any form won't be tolerated; the test administrator has sole discretion in determining what constitutes disruptive behavior.
- ◆ Tampering with the computer.
- ◆ Taking excessive or extended unscheduled breaks during the test session.
- ◆ Enabling screen sharing and remote access software during testing.
- Test takers testing at a CLEP test center and involved in any misconduct will have their exam terminated. Students at test centers will be instructed to leave and won't be allowed to return to the testing room. Exam scores will be canceled.
- Test takers taking exams with remote proctoring and involved in any misconduct will have their session ended by the proctor. The student won't be able to restart the exam or start any new CLEP exam until a resolution is made regarding the misconduct.
- If you observe any behavior that might lead to invalidation of grades (e.g., copying, use of notes from an unauthorized source, or access to exam questions before the exam), contact the CLEP Exam Security Reporting Hotline as soon as possible. All information will be kept strictly confidential.

Test Security Reporting Hotline

Phone: 1-800-353-8570 (U.S., U.S. Virgin Islands, Puerto Rico, and Canada); 1-609-406-5430 (all other locations)

Fax: 1-609-406-9709

Email: TSReturns@ets.org

Contacting CLEP

To find a test center, check if an institution has a CLEP policy, view exam descriptions, learn more about remote proctoring, purchase CLEP study materials, or for other general information, visit: clep.collegeboard.org

CLEP Services	Email	Address	Phone/Fax	Be sure to include:
Customer Service (Monday–Friday 8 a.m.–6 p.m. ET)	clep@info.collegeboard.org	CLEP P.O. Box 6600 Princeton, NJ 08541-6600	800-257-9558 International: 212-237-1331 Fax: 610-628-3726	Your name, address, telephone number
Register for a CLEP exam	Register and prepay for an exam via My Account cleportal.collegeboard.org and contact your preferred test center to make an appointment to take the test. Visit clep.collegeboard.org to consult the list of test centers.			
Request a transcript for a DANTES-funded exam.	Military personnel should call 877-471-9860 (toll free) or 443-751-4316 or use the Parchment Transcript Ordering Service (exchange.parchment.com/send/adds/index.php?main_page=login&s_id=3q7ey35yiWKgVEiC) to place an order online.			
Report a problem with a test administration	clep@info.collegeboard.org	CLEP P.O. Box 6600 Princeton, NJ 08541-6600	800-257-9558 International: 212-237-1331 Fax: 610-628-3726	Test title, test center, test date, name, phone number, and email address
Report a problem with a test question	clep@info.collegeboard.org	CLEP P.O. Box 6656 Princeton, NJ 08541-6656	800-257-9558 International: 212-237-1331 Fax: 610-628-3726	Test name, test center, test date, and the number of the test question

CLEP® Credit-Granting Recommendations

	ACE Recommended Score ¹	Semester Hours ²
Business		
Financial Accounting	50	3
Information Systems	50	3
Introductory Business Law	50	3
Principles of Management	50	3
Principles of Marketing	50	3
Composition and Literature		
American Literature	50	3
Analyzing and Interpreting Literature	50	3
College Composition	50	6
College Composition Modular	50	3
English Literature	50	3
Humanities	50	3
World Languages**		
French Language, Level 1 Proficiency	50	6
Level 2 Proficiency	59	9
German Language, Level 1 Proficiency	50	6
Level 2 Proficiency	60	9
Spanish Language, Level 1 Proficiency	50	6
Level 2 Proficiency	63	9
Spanish with Writing, Level 1 Proficiency	50	6
Level 2 Proficiency	65	12
History and Social Sciences		
American Government	50	3
History of the United States I: Early Colonization to 1877	50	3
History of the United States II: 1865 to the Present	50	3
Human Growth and Development	50	3
Introduction to Educational Psychology	50	3
Introductory Psychology	50	3
Introductory Sociology	50	3
Principles of Macroeconomics	50	3
Principles of Microeconomics	50	3
Social Sciences and History	50	6
Western Civilization I: Ancient Near East to 1648	50	3
Western Civilization II: 1648 to the Present	50	3
Science and Mathematics		
Biology	50	6
Calculus	50	4
Chemistry	50	6
College Algebra	50	3
College Mathematics	50	3
Natural Sciences	50	6
Precalculus	50	3

** A test taker's proficiency level on the CLEP World Language exams is dependent on the test score; American Council on Education (ACE) recommends different credit-granting scores and amounts of credits at Level 1 and Level 2 for each of the exam subjects.

* The American Council on Education (ACE) has evaluated CLEP processes and procedures for developing, administering, and scoring the exams. The scores listed above are equivalent to a grade of C in the corresponding course. The American Council on Education, the major coordinating body for all the nation's higher education institutions, seeks to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research, and program initiatives. For more information, visit [ACE's Learning Evaluations](https://www.collegeboard.org/ace).



CLEP Exam Registration Ticket

TEST TAKER INFORMATION:

First Name, MI, Last Name:

Address:

Country:

Government Issued ID: Date of Birth:

Gender:

REGISTRATION INFORMATION:

TICKET ID:

EXAM TITLE:

PREFERRED TEST CENTER:

SCORE RECIPIENT:

USE TICKET BEFORE:

SCHEDULE YOUR CLEP EXAM:

If you're testing at a CLEP test center:

Visit clep.collegeboard.org/test-center-search to find a test center for your exam. You may test at any official CLEP test center but **MUST** contact the center directly to schedule your exam.

If you're testing at home with remote proctoring:

Go to testing.verificient.com/clep/#!/welcome/ to create an account with Proctortrack, CLEP's remote proctoring service, and to schedule your exam appointment. Note: You can only create a Proctortrack account if you selected remote proctoring as your preferred test center during registration. You'll need your ticket ID to set up your Proctortrack account.

Record your exam day details:

Test Date:

Time:

Test Center Name and Address:

<https://clepdev.collegeboard.org/test-center/university-of-phoenix-ulc>

Test Center Phone Number:

Test Center Email:

WHAT TO BRING ON EXAM DAY

Bring to CLEP test center or remote proctoring exam appointment:

- Acceptable and valid form of photo identification (the name listed on your IDs must exactly match the name printed on this ticket) Visit clep.collegeboard.org/test-day for details.

Bring only if testing at a CLEP test center:

- This CLEP exam registration ticket.
- Test administration fee (each test center charges an additional administration fee). Contact your test center for additional information.

Permitted Items	Prohibited Items Include (but are not limited to)
The only items permitted in your testing space are: <ul style="list-style-type: none"> • your testing device • approved testing accommodations • note-taking materials provided by the test center or as specified within the CLEP Remote Proctoring Requirements page for remote test takers 	<ul style="list-style-type: none"> • Any unauthorized testing aids • nonmedical electronic devices other than testing device (includes phones/calculators/smartwatches) • personal items, food/beverages/tobacco products • hooded clothing/hats (unless worn as a religious requirement)
For additional examples of prohibited items for both in-person and remote testing and other test day requirements, visit clep.collegeboard.org/test-day .	

CLEP Retest Policy

For detailed information on the CLEP retest policy, visit the CLEP website. The retest policy states that a candidate may not retake an exam of the same title within the specified wait period. If you violate the CLEP retest policy, the administration will be considered invalid, your score will be canceled, and any test fees will be forfeited. If you're repeating an exam of the same title and have a question regarding the date of the initial administration, contact CLEP Services at 800-257-9558.

Defense Activity for Non-Traditional Education Support (DANTES)-funded military examinees are eligible for only one U.S. government-funded attempt per exam title. Any retest attempts for the same exam title must be funded directly by the candidate.

Remote Proctoring Requirements

Your computer or other testing device and room where you are testing must meet CLEP Remote Proctoring Requirements, as well as Proctortrack technical requirements located at clep.collegeboard.org/clep-exams-remote-proctoring/clep-remote-proctoring-requirements and testing.verificient.com/clep/#!/welcome/ respectively. Please double check that you're able to meet remote proctoring requirements and that you download the required testing applications prior to test day.

Security Policies and Procedures

You agree to maintain the security of the exam. You may not disclose any exam questions to anyone at any time during or after the test. When you registered, you confirmed that you're aware of and agree to the CLEP Program's policies and procedures as outlined in the CLEP Terms and Conditions. You can also find information about CLEP policies in the *Information for Test Takers* bulletin.

Refund Policy

The refund policy for CLEP exams and study materials is as follows:

- **CLEP Exam and Remote Proctoring Fees** are refundable up to 7 days from the date of purchase, with the exception of redeemed exams, redeemed remote proctoring sessions, or remote proctoring rescheduling fees.
- **CLEP E-Guides** are refundable within 7 days of the purchase date. Customers will be required to submit a "Letter of Destruction" in order for the refund to be processed.

To request a refund, please contact CLEP services at 800-257-9558.

Test takers who purchase their own CLEP exams or use a voucher code can change their exam title for an unused registration ticket prior to the registration ticket's expiration date.

DANTES-funded test takers who want to change their exam title for an unused and unexpired registration ticket should first call CLEP Services at 800-257-9558 to cancel their existing exam title, and then register for the new exam title in My Account.

