To improve the testing experience for institutions and test-takers, the College-Level Exam Program® (CLEP®) will transition its 33 exams from the current eCBT platform to the more sophisticated Internet-based testing (iBT) platform. Test-takers will be empowered to register for exams and manage their personal account information through the My Account feature on the CLEP website. This new feature will simplify the registration activities performed by test center administrators (TCAs). iBT automatically integrates all pertinent information about the test session with My Account, allowing the test-takers to begin to test quicker. There is no longer a need to collect profile or payment information as is necessary in eCBT.

Key Benefits of Using iBT

Here are some of the many benefits you will enjoy using the new iBT platform:

- Sophisticated testing platform with contemporary design
- Stable performance with reduced software challenges
- Simplified TCA check-in process
- Reduced time for administrative activities on test day
- Test platform that is integrated with the CLEP website
- Automated software distribution will replace shipment of CDs

CollegeBoard

Developed by the College Board, CLEP® is the most widely accepted credit-by-examination program in the nation, working with over 2,900 colleges and universities and administered in over 1,800 test centers. This rigorous program offers traditional and nontraditional students the opportunity to earn college credit for demonstrating mastery of course content in any of the 33 exams. Students who earn credit through CLEP perform better in subsequent upper-level courses and complete their degrees at a higher rate.

For more information on the iBT platform and the transitioning process, visit **https://clep.collegeboard.org/internet-based-testing.**
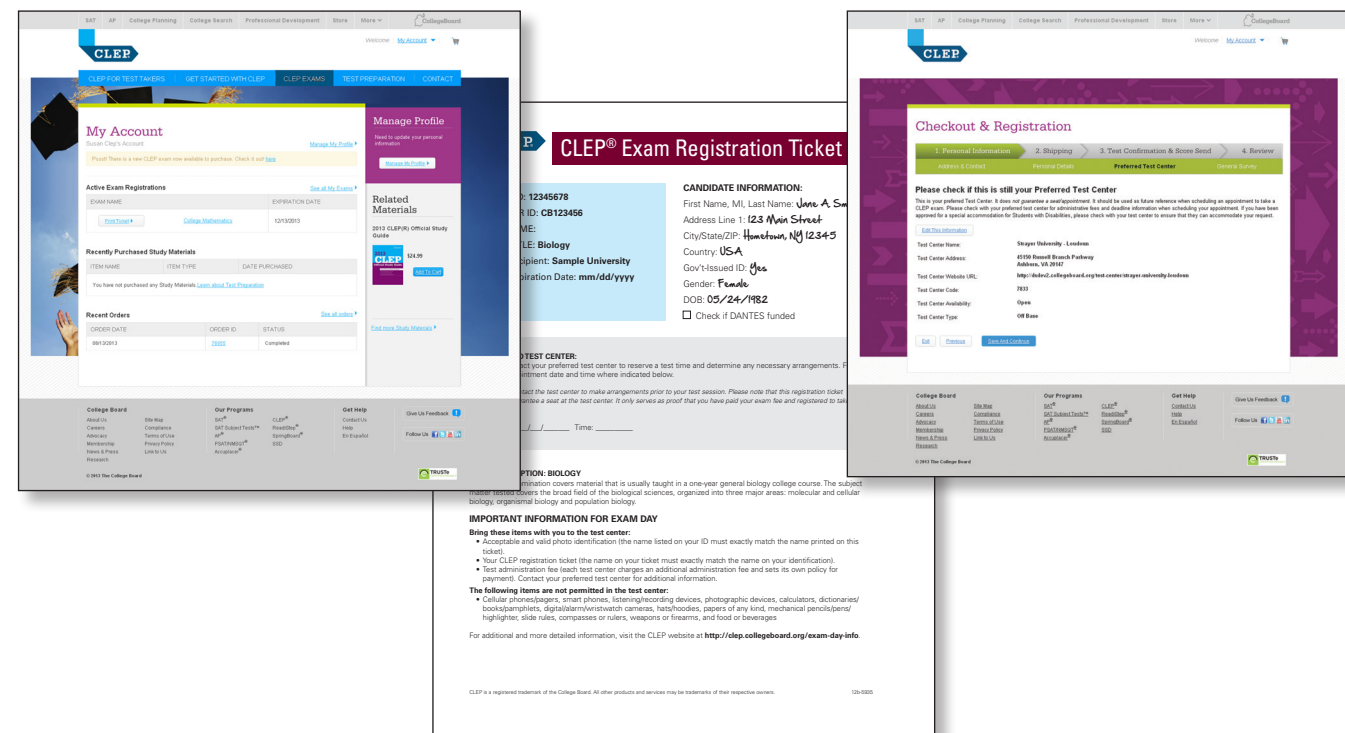
CLEP
CLEP®'S MIGRATION TO iBT

LAUNCHING FALL 2013

CollegeBoard

As part of our continuous effort to make the CLEP® website a resource-rich and useful tool for students, in early fall 2013 we will launch My Account, a feature that will enable test-takers to create and manage their own personal accounts, register for CLEP exams and purchase study materials all in one place. My Account will also improve the test-takers' experience by simplifying registration and the check-in process.

How test-takers will benefit from this feature:

- Register for a CLEP exam 24/7
- Update account information at any time prior to taking an exam
- Access test center and score recipient information
- Purchase study materials

Current eCBT	The New iBT
TCA registers test-taker using CLEP eCBT software.	Test-taker self-registers through My Account, which is available 24/7; test-taker data is automatically integrated with the test site during check-in. Test-taker must still contact test center to schedule the exam.
For retesting or special initiatives, TCA must complete the full registration information during check-in.	For retesting or special initiatives, test-taker will self-register through the CLEP website.
TCA processes payment.	TCA no longer processes payment for exam fee.
TCA performs end-of-day process to send test-taker score results to CLEP.	Test-taker's score results are automatically sent to CLEP after testing.
TCA is responsible for completing and submitting a Score Report Request form to CLEP if score recipient is not listed.	Test-taker will enter score recipient information through My Account. No handouts or follow-up by the TCA are required.
Test-taker pays exam fee on test day.	Test-taker pays exam fee in advance via My Account and obtains a registration ticket to present to TCA on test day.
Test-taker selects score recipient receiving score transcript via CLEP software **on test day.**	Test-taker selects score recipient receiving score transcript through My Account **before test day.**
Test-taker answers background questions via CLEP software **on test day.**	Test-taker answers background questions through My Account **before test day** — less seat time is required on test day.

- Confirm your hardware and software requirements now. Technical staff should visit the College Board website and view CLEP iBT hardware and software requirements to confirm your test center's ability to deliver the CLEP tests on the new iBT platform.
- Three weeks prior to the selected transition date, technical staff should review the CLEP iBT Configuration Guidelines posted on the College Board website to prepare for and address any concerns prior to the transition date.
- Technical staff should be on hand to assist with set up on transition day, if needed.

From Summer 2013 through late Spring 2014, CLEP will launch a series of communications, webinars and training materials to ensure a seamless migration and the successful implementation of iBT at your institution. Test centers will be transitioned to iBT in waves over a period of several months. During that time, eCBT will be available at some sites. As a test center administrator, you will play an integral part in this process. CLEP technical support staff will provide individual assistance before, during and after your test center's transition.

Transition Timeline
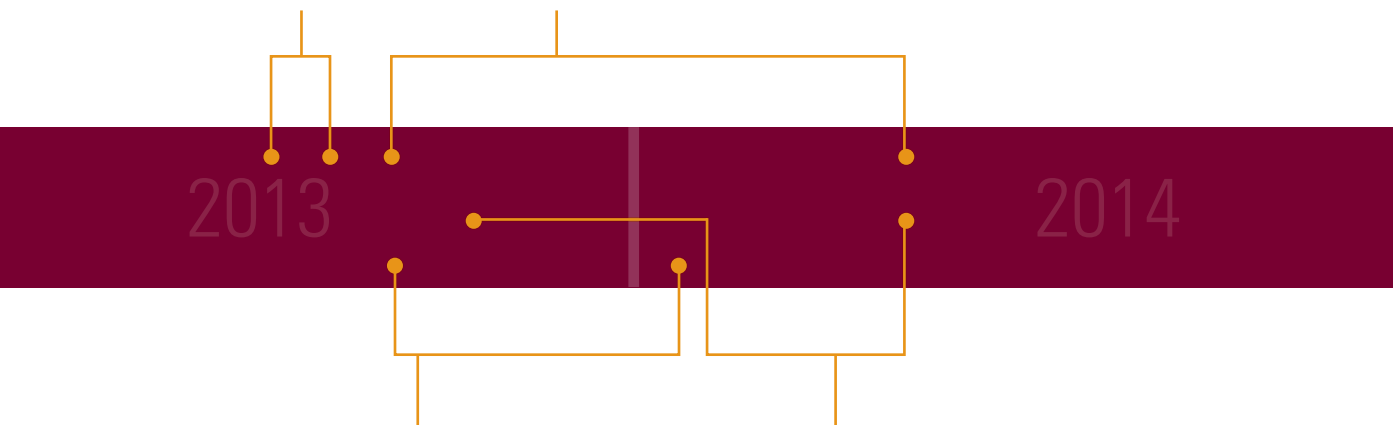
June 2013–Aug. 2013
Transition Scheduling: iBT transition notifications will be sent to plan and communicate:
- Date range for transition activities and selection of transition date and time
- Confirmation of transition date and time

Sept. 2013–April 2014
TCA Certification: 2 weeks prior to transition week, TCAs identified in eLearning will review training materials and take the online certification test.
- Certified TCAs will be sent CLEP iBT account information that will be used to administer CLEP iBT

2013   **2014**

Sept. 2013–April. 2014
Transition Preparation: 3 weeks prior to transition week, the primary TCA (PTCA) will prepare for eLearning configuration, and technical information will be sent to plan transition activities:
- PTCA will be sent eLearning account information and will be requested to add TCAs to site profile within the application
- Technical information documents will be provided to aid technician with configuring the test center's computers

Oct. 2013– April 2014
Test Center Certification: on transition day, test center staff will perform a series of tests to ensure all systems are installed and functional.
- Tech Support will walk through the setup of the three system components to deliver CLEP iBT (CACHE PROXY, Admin Station, Testing Station)
- Test center staff will complete system checks (Roundtrip, Demo Test)

Oct. 2013 – April 2014
eCBT Software Disabled: within 1 week of the post-transition day, the eCBT software will be disabled upon completion of test center certification activities.
- All candidate results will be returned via End of Day Process (EOD)
- All installed TDMS servers will be removed
- eCBT infrastructure will be disabled in ETS
- Site will be enabled for iBT delivery