

The logo consists of a blue square in the top-left corner, with a blue arrow pointing to the right that overlaps its bottom edge. The word "CLEP" is written in white, bold, sans-serif capital letters inside the arrow, with a registered trademark symbol (®) to its right.

**CLEP**<sup>®</sup>

# Information for Candidates

**2012-13** College-Level Examination Program<sup>®</sup>

[www.collegeboard.org/clep](http://www.collegeboard.org/clep)

## 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 33 CLEP examinations. The exams are administered at over 1,700 colleges in the United States and abroad; 2,900 colleges and universities will accept 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 acquired college-level material.

### Pass It On!

**Share this information with a friend, family member or coworker who could benefit from CLEP! Visit [www.collegeboard.org/clep](http://www.collegeboard.org/clep) for the latest updates. Thank you for helping us spread the word about CLEP.**

## What's new in the 2012-13 Information for Candidates Bulletin?

- Reading and mailing dates for College Composition (page 10).

## Achieve Your College Goals with CLEP

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

By taking CLEP exams, motivated students like you are earning credit for what they already know and accelerating their academic careers.

Whether you are a new or returning college student, CLEP can help you:

- **Earn 3–12 college credits**
- **Save tuition dollars: \$80 per exam**
- **Graduate on time**
- **Add flexibility to your degree program**

Join the seven million people who have used CLEP to get a college degree in record time!

## Who Earns College Credit with CLEP?

- Adults returning to school
- Military service members
- Traditional-age college students
- Home-schooled students
- Speakers of world languages 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 33 CLEP examinations are computer-based, allowing for:

- Instant candidate score reports\*
- Year-round testing
- "Rights-only" scoring — no penalty for guessing

\*Except for College Composition.

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

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# How to Get Started

## Step One: 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 admission officer or academic adviser to learn more about the CLEP policy at your institution. If you are not 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 <http://clep.collegeboard.org/search/colleges>.

## Step Two: Decide which exam(s) to take.

Brief descriptions of all 33 exams appear on pages 4–6. You can read detailed descriptions of each at <http://clep.collegeboard.org/exam>.

## Step Three: Find a test center and register to take your exam(s).

CLEP examinations are administered throughout the year at over 1,700 colleges and universities in the United States and abroad. Visit <http://clep.collegeboard.org/search/test-centers> to search the most up-to-date database of test centers.

Once you've identified a convenient test center, contact that site directly for information about registration, scheduling and fees. In addition to the \$80 exam fee, most test centers charge a nonrefundable administration fee, directly payable to the institution.

## Repeating Examinations

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

**DANTES-funded military examinees:** Effective Dec. 11, 2010, DANTES no longer funds retesting on previously funded CLEP exams. However, service members may personally fund a retest after waiting six months.

## Military Personnel

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, reserve, National Guard): 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

- Spouses and civilian employees of: Air Force Reserve, Air National Guard, Army National Guard, Army Reserve, Coast Guard (active and reserve)
- Department of Defense Acquisition personnel (eligible only for the following computer-based exams: Principles of Macroeconomics, Principles of Microeconomics and Principles of Marketing)

**Note:** CLEP exams for civil service employees, inactive guard or reserve personnel, and spouses and dependents not listed above are NOT funded through DANTES. In addition, the U.S. government will not fund CLEP examinations that are repeated within a 180-day period.

Contact DANTES at 850-452-1063 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 <http://clep.collegeboard.org/military/veterans>.

## International Candidates

If you are outside of the United States and there is currently no testing center in your area, consider taking CLEP upon arriving in the United States at the college or university where you will begin your course work. Ask your admission officer or international student adviser about the college's CLEP policy.

## Accommodations for Students with Disabilities

CLEP is committed to working with test-takers with disabilities. Only students with documented hearing, learning, physical or visual disabilities are eligible to receive testing accommodations. Contact a CLEP test center prior to registration to ensure that the accommodation you need is available. If you do not attend the testing institution, you must submit an IEP (Individualized Education Plan) from your score recipient institution, or comparable documentation, to the test center. Each test center sets its own guidelines for submitting documentation and approving accommodations.

Testing accommodations that may be provided with appropriate disability documentation include:

- ZoomText (screen magnification)
- Modifiable screen colors
- Use of a reader or amanuensis or sign language interpreter
- Scripts (for language exams)
- Extended time
- Untimed rest breaks

# Exam Descriptions

CLEP examinations cover material that students typically encounter during their first two years of college. Many CLEP examinations are designed to correspond to one-semester courses; some, however, correspond to full-year or two-year courses. 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 in length and primarily include multiple-choice questions. Some exams, like College Composition, include an essay section. Language exams 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:** A four-function calculator is available during the exam.
- **Information Systems and Computer Applications** covers information systems and office application software in organizations; hardware and systems technology; information systems software development; programming concepts; data management; and business, ethical, and social 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 is the only exam that includes a required essay section. Test-takers type the essays into the CLEP software. They are graded by college English professors, who are carefully selected by the College Board from faculty of two- and four-year institutions nationwide. There is no additional fee for the essays. Scores for this exam take three to four weeks to be reported.

All other Composition and Literature exams (with the exception of Humanities) have optional essays, which some colleges and universities require and others do not. These essays are handwritten and are graded by the colleges that require them. Contact the college or university you are planning to attend to ask about its essay requirements. Optional essays cost an additional \$10. Check with your test center for details.

- **American Literature** covers the 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. (6 credits)

“CLEP allowed me to prove that the knowledge I’ve picked up through my years of teaching was more than equivalent to taking college courses. I only had six credits above my master’s degree; by taking CLEP exams, I earned 24 credits in three months and was able to increase my teacher’s salary by over \$5,000 annually.”

Brett Erenberg  
New York City Department of Education

- **Analyzing and Interpreting Literature** tests your ability to analyze and interpret literary passages from poetry, fiction, nonfiction and drama. Familiarity with specific literary works is not required. (6 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 essay sections. (6 credits)
- **College Composition Modular** measures the same skills as College Composition but includes an essay section that is either provided and scored by the college or provided by CLEP and scored by the college. (3/6 credits)
- **English Literature** covers the 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. (6 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. (6 credits)

## 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)

“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. I tell everyone about CLEP; I’ve succeeded in getting about 15 fellow students to take CLEP exams.”

Wesley Reitz  
West Texas A&M University

- **Social Sciences and History** is intended to satisfy social sciences and history distribution requirements for nonmajors. It includes questions on political science, economics, sociology, psychology, geography, anthropology, 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 built into the computer software for some of the math exams. The pretest tutorials and the CLEP Sampler demonstrate the use of this tool. See the individual exam descriptions for more details. **You are not 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. (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 Calculus; practice time will not be available during the exam. A free tutorial is available at [www.collegeboard.org/clep](http://www.collegeboard.org/clep) in the Exam Description section.

- **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 calculator (nongraphing) and a periodic table are available during this exam.
- **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 calculator (nongraphing) is available during this exam.
- **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, complex numbers, logarithms and exponents, and applications from algebra and geometry. (6 credits)  
**Note:** An online scientific calculator (nongraphing) is available during this exam.
- **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 will not be available during the exam. A free tutorial is available at [www.collegeboard.org/clep](http://www.collegeboard.org/clep) in the Exam Description section.

## 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. Most colleges that award credit for the language exams will grant either two or four semesters of credit, depending on your exam score. (Up to 12 credits)

- **French Language**
- **German Language**
- **Spanish Language**

## Preparing to Take CLEP Exams

1. Visit the College Board Store at [store.collegeboard.com](http://store.collegeboard.com) to purchase the *CLEP Official Study Guide* or an individual examination guide.
2. Review the exam descriptions and answer sample questions in the *CLEP Official Study Guide* or in the individual exam guides. Use the answer key to determine your number of correct responses. Although these questions won't appear on the actual exam, the proportion of sample questions you can answer correctly should give you a rough estimate of the proportion of questions you will be able to answer correctly 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 <http://clep.collegeboard.org/exam> for:
- A list of suggested textbooks to study for each exam.
  - Links to free online course materials and lectures for each exam.
5. If you are a DANTEs-funded military candidate, you can obtain free study materials through your base education center.

### CLEP Study Materials: A Word of Warning

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

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

- Attempts to sell preparation services for many CLEP exams at once, with sizable payment up front or on credit
- Agreements for credit agreements with a company other than the one selling the preparation materials
- Contacts from salespeople to you or your families at home
- Promises that you can receive college credit without enrolling in college
- Efforts to sell you dictionaries or encyclopedias as part of the test-preparation package

If you believe you have been cheated, we recommend seeking the assistance of an organization such as the Better Business Bureau or the Federal Trade Commission.

## On Examination Day

- **Arrive on time.** Plan to arrive in advance of your exam appointment time. You will not be admitted after the testing session has begun.
- Make sure you bring any registration forms or printouts required by the test center (some test centers require the registration form provided at the back of this booklet).
- You must also bring two forms of identification. The primary form must be a valid and government-issued identification document(s), with a signature and photograph that matches the name you specified when you registered to test. The ID document must be an original document; photocopied documents are not acceptable. Acceptable forms of ID include: a current passport, a current state-issued driver's license, a current state-issued ID card, tribal ID, naturalization card or certificate of citizenship. All DANTEs-funded military candidates must present a current military ID.

The secondary ID must have either a photo OR a signature. However, you may be required to provide a secondary ID with BOTH a photo and signature if the test administrator questions your primary ID document and/or if your primary ID document is otherwise acceptable but does not bear your full name, photograph or signature. Secondary ID documents may not be used to resolve last name

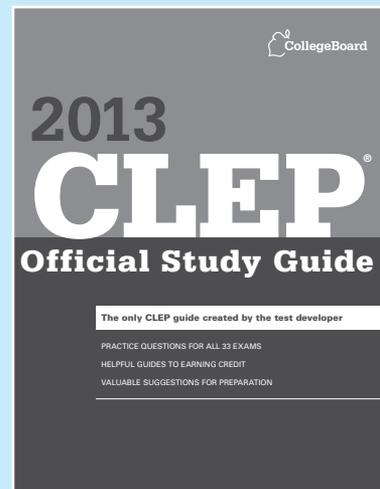
## Order the *CLEP Official Study Guide*

The *CLEP Official Study Guide 2013* is the only official source of information about the computer-based CLEP exams. It contains exam descriptions, test-taking strategies, sample questions and answers for all 33 exams, and general information about credit-by-examination.

**The Study Guide costs USD \$24.99 (plus \$6 for shipping and handling). Order from the College Board Store ([store.collegeboard.com](http://store.collegeboard.com)). You can also place a credit card order over the phone by calling 800-323-7155 (toll free in the United States), Monday through Friday, 8 a.m. to 9 p.m. ET. International customers, please call 212-713-8260.**

### Taking Only One or Two CLEP Exams?

If you're taking just one or two CLEP exams, you should consider purchasing individual exam guides instead of the comprehensive *CLEP Official Study Guide*. The content for a particular subject in the comprehensive *Study Guide* is the same as that in the individual exam guides. For \$10 you will get an outline of the test, sample questions and answers, and tips for preparing to take the exam. **Individual exam guides are available only as downloads from the College Board Store ([store.collegeboard.com](http://store.collegeboard.com)); they are not sent by mail.**



discrepancies. The last name on your primary ID must match the name on your registration.

Home-schoolers, if you do not have the required government-issued ID, please complete a Student ID Form, which is valid for one year (<http://clep.collegeboard.org/exam-day-info>). The form must be accompanied by a recognizable photo, with a school or notary seal overlapping the photo. The form must be signed in front of a school official or notary. This form must be signed in the presence of testing staff when used for subsequent testing administrations. **If you fail to present appropriate ID, you will not be tested.**

Admission to the test center does not assure that the ID you provided is valid or that your scores will be reported. All reported cases of questionable ID are subject to review. If it is 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 have 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.

- Bring a nonmechanical pencil.
- Scratch paper will be provided by the test center.
- Exam rest breaks are not scheduled.

### Prohibited Items

- Any device capable of recording audio, photographic or video content, or capable of viewing or playing back such content.
- Any other unauthorized testing aids
- Calculators (a calculator function is built into the software for some exams)
- Candidate-provided keyboards
- Cellular phones/pagers, smart-phones, beepers, walkie-talkies, PDAs or wireless communication devices (e.g., BlackBerry, iPad)
- Dictionaries, books, pamphlets or reference materials
- Digital cameras
- Digital watches (wrist or pocket), alarm watches or wristwatch cameras
- Flash/thumb drives or any other portable electronic devices
- Food, beverages or tobacco products
- Hats (unless worn as a religious requirement)
- Hoodies
- Listening devices such as radios, media players with headphones or recorders
- Mechanical pencils or any type of pen or highlighter
- Nonmedical electronic devices
- Papers of any kind (scratch paper will be provided by the test center administrator)
- Slide rules, protractors, compasses or rulers
- Weapon or firearm

## What Your CLEP Score Means

In order to reach the total score you see on your score report, two calculations are performed.

First, 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, and no points are gained or lost when a question is not answered or is answered incorrectly.

Second, your raw score is converted into a “scaled score” by a statistical process called *equating*. Equating maintains the consistency of standards for test scores over time by adjusting for slight differences in difficulty between test forms. This ensures that your score does not depend on the specific test form you took or how well others did on the same form. Your raw score is converted to 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 the next page. 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 have not 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 examinations are developed and evaluated independently and are not linked to each other except by the program’s common purpose, format and method of reporting results. For this reason, direct comparisons should not be made between CLEP examinations in different subjects. CLEP scores are not comparable to SAT® scores or other test scores.

**Test scores are kept on file for 20 years.** During this period, score reports may be sent to an institution, but only at the request of the candidate. A Transcript Request Form and instructions for sending a transcript to an institution can be downloaded from the CLEP website (<http://clep.collegeboard.org/about/score>) or obtained by contacting CLEP.

## 2012-13 CLEP® Credit-Granting Recommendations

	Computer-Based Testing (CBT) and Paper-and-Pencil Testing	
	ACE Recommended Score <sup>1</sup>	Semester Hours <sup>1</sup>
<b>Business</b>		
Financial Accounting	50	3
Information Systems and Computer Applications	50	3
Introductory Business Law	50	3
Principles of Management	50	3
Principles of Marketing	50	3
<b>Composition and Literature</b>		
American Literature	50	6
Analyzing and Interpreting Literature	50	6
College Composition	50	6
College Composition Modular	50	3/6 <sup>2</sup>
English Literature	50	6
Humanities	50	6
<b>World Languages</b>		
French Language, Level 1	50	6
French Language, Level 2	59	12
German Language, Level 1	50	6
German Language, Level 2	60	12
Spanish Language, Level 1	50	6
Spanish Language, Level 2	63	12
Level 1 — equivalent to the first two semesters (or 6 semester hours) of college-level world language course work		
Level 2 — equivalent to the first four semesters (or 12 semester hours) of college-level world language course work		
<b>History and Social Sciences</b>		
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
<b>Science and Mathematics</b>		
Biology	50	6
Calculus	50	3
Chemistry	50	6
College Algebra	50	3
College Mathematics	50	6
Natural Sciences	50	6
Precalculus	50	3

1. The American Council on Education's College Credit Recommendation Service (ACE CREDIT) 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 the ACE CREDIT website at [www.acenet.edu/acccredit](http://www.acenet.edu/acccredit).

2. If the college does not require a supplemental essay for the Modular version of the examination, the ACE credit-granting recommendation is three credits. If the college does require a supplemental essay, the credit-granting recommendation is six credits.

"I would not be a college graduate today without CLEP. The exams allowed me to demonstrate the skills and knowledge I acquired through years of reading and self-study. With CLEP, I was able to skip introductory courses in the subjects that I wanted to study more rigorously, and earn credit for electives in other areas of interest."

**Adam Gutcheon**  
Charter Oak State College

"CLEP enabled me to graduate one year ahead of time and to save approximately \$7,000."

**Julie Mickiewicz**  
College Misericordia

## Score Reporting Policies

You will receive a copy of your exam score immediately upon completion of the exam unless you have taken College Composition. For this exam you will receive a combined score after the essay has been scored, usually three to four weeks after your test date.

If you want to send your scores to a college, employer or certifying agency, **you must select this option through the examination software on the day of the exam.** This service is free of charge only if you select your score recipient at the time you test. A \$20 fee will be charged for each transcript ordered at a later date. You may use the form in this booklet to order transcripts.

Candidates cannot receive scores by phone, fax or email under any circumstances, and scores are not available on the Web. All scores are sent by first-class mail.

Scores are kept on file by CLEP for 20 years. Scores earned by military personnel are retained by DANTES and are kept on file for a longer period. **Acceptance of the scores is at each institution's discretion.**

All examinees may request that scores be suppressed from their transcripts at a later date.

## Canceling Scores

If you do not 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 cannot be reinstated, and canceled exams cannot be taken again for six months. Your exam fee will not be refunded.**

DANTES-funded military examinees: DANTES will not fund retesting on previously funded CLEP exams. However, service members may personally fund a retest after waiting six months.

## Essay Scoring and Retention

The essay portion of the College Composition exam is graded by college English professors, representing faculty

of two- and four- year institutions nationwide. CLEP retains these essays. The essay prompts are not disclosed to institutions. Each essay is scored by two or more faculty members using a holistic scoring method. See below and refer to the Score Reporting Policies section on this page for more information about essay reading dates and score report mailing dates.

Other composition and literature exams have *optional* essays that are sometimes required by colleges and universities. These essays are scored by faculty at the colleges and universities that require them. If you have questions about these optional essays, you must contact the institution that will receive your scores. **If you do not select an institution to receive your optional essay on exam day, CLEP will retain your essay for 18 months.**

## CLEP College Composition Scoring and Mailing Dates July 2012–June 2013

Last Date for Transmission from Test Centers (11:59 p.m. ET)	Essay Scoring Date	Score Reports Mailed on This Date
April 12, 2012	April 14, 2012	April 26, 2012
April 26, 2012	April 28, 2012	May 10, 2012
May 10, 2012	May 12, 2012	May 24, 2012
May 31, 2012	June 2, 2012	June 14, 2012
June 14, 2012	June 16, 2012	June 28, 2012
June 28, 2012	June 30, 2012	July 13, 2012
July 12, 2012	July 14, 2012	July 26, 2012
July 23, 2012	July 25, 2012	August 6, 2012
August 9, 2012	August 11, 2012	August 23, 2012
August 20, 2012	August 22, 2012	September 4, 2012
September 6, 2012	September 8, 2012	September 20, 2012
September 17, 2012	September 19, 2012	October 1, 2012
October 8, 2012	October 10, 2012	October 22, 2012
October 25, 2012	October 27, 2012	November 8, 2012
November 8, 2012	November 10, 2012	November 26, 2012
November 26, 2012	November 28, 2012	December 10, 2012
December 10, 2012	December 12, 2012	December 26, 2012
December 27, 2012	December 29, 2012	January 11, 2013
January 10, 2013	January 12, 2013	January 25, 2013
January 28, 2013	January 30, 2013	February 11, 2013
February 7, 2013	February 9, 2013	February 21, 2013
February 25, 2013	February 27, 2013	March 11, 2013
March 11, 2013	March 13, 2013	March 25, 2013
March 28, 2013	March 30, 2013	April 11, 2013
April 11, 2013	April 13, 2013	April 25, 2013
April 22, 2013	April 24, 2013	May 6, 2013
May 9, 2013	May 11, 2013	May 23, 2013
May 28, 2013	May 29, 2013	June 10, 2013
June 10, 2013	June 12, 2013	June 25, 2013
June 27, 2013	June 29, 2013	July 15, 2013

## 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 the 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 are not 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 the College Board reserve the right to cancel any test score if the test-taker engages in misconduct, if there is a testing irregularity, if ETS believes there is 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 College Board's expense, or to authorize ETS to cancel the score and refund all test fees. When test scores are canceled because of irregularities, such as mistiming or defective materials, the test-taker may retest at the College Board's expense.

The test-taker may also request that the score recipient review the information and make its own decision about accepting a score, or that a member of the American Arbitration Association arbitrate ETS's action.

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 available under this "Invalid Scores" section or in the "Testing Irregularities" section, as applicable, will not be available even if those options were previously offered.

Reviews of questionable scores by ETS are confidential. If it is necessary to cancel scores that have already been reported, score users are notified, but the reasons for cancellation are not 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 will not disclose these questions to anyone at any time during or after the test. I am aware of and agree to the CLEP program's policies and procedures as outlined in the *Information for Candidates* bulletin."

## Suspected Impersonation

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

- If a CLEP test center administrator finds that there is misconduct in connection with a CLEP exam, the involved student will be dismissed from the testing room, and the program will decline to score the exam or will cancel the score. Misconduct includes, but is not limited to, the following:
  - Obtaining improper access to the exam, or a part of the exam
  - Attempting to take the test for someone else or having someone take the test for you.
  - Consulting prohibited aids such as textbooks, teachers or professors, other students, any electronic device, 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
  - Attempting to give or receive assistance. Communication in any form during the test administration or during breaks is prohibited. Discussion or sharing of test questions or answers after the test is also prohibited.
  - Leaving the testing room without permission
  - Creating a disturbance
  - Disruptive behavior in any form will not 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.
- Examinees involved in any misconduct will be asked to terminate their exam and leave the testing room. These students may not return to the testing room, and the exam scores will be canceled.
- 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 Test Security Reporting Hotline as soon as possible. All information will be kept strictly confidential.

**Test Security Reporting Hotline**

800-353-8570  
tsreturns@ets.org

## ACE's College Credit Recommendation Service

The College Credit Recommendation Service (CREDIT) of the American Council on Education (ACE) enables you to put all of your educational achievements on a secure and universally accepted ACE transcript. All of your ACE-evaluated courses and examinations, including CLEP, appear in an easy-to-read format that includes ACE credit recommendations, descriptions and suggested transfer areas. The service is perfect for candidates who have acquired college credit at multiple ACE-evaluated organizations or credit-by-examination programs. You may have your transcript released at any time to the college of your choice. There is a onetime setup fee of \$40 (includes the cost of your first transcript) and a nominal fee of \$15 for each transcript requested after release of the first. ACE has an additional transcript service for organizations offering continuing education units.

The College Credit Recommendation Service is offered through **ACE's Center for Lifelong Learning**. For more than 50 years, ACE has been at the forefront

of the evaluation of education and training attained outside the classroom. For more information about ACE CREDIT, contact:

ACE CREDIT  
One Dupont Circle NW  
Washington, DC 20036

ACE's Call Center is open Monday to Friday, 8:45 a.m. to 4:45 p.m., and can be reached at 866-205-6267 or [credit@ace.nche.edu](mailto:credit@ace.nche.edu). Staff members are able to assist you with courses and certifications that carry ACE recommendations for both civilian organizations and training obtained through the military.

Students already registered for an ACE transcript can access their records and order transcripts using the ACE Online Transcript System:

**<https://www.acenet.edu/transcripts>**.

ACE's Center for Lifelong Learning can be found on the Internet at: **[www.acenet.edu/CLLL](http://www.acenet.edu/CLLL)**.

Use this form to request a transcript if you did not indicate a score recipient institution at the time of testing or if you need to send your scores to more than one score recipient. Indicate which exam(s) you want to appear on your transcript. Please note that CLEP® keeps scores on file for 20 years. Once your request form has been received, please allow two business days for processing and a week to 10 days for mailing.

★ **Note:** Military personnel (**in active duty or retired**) should call 877-471-9860 (toll free) or 651-603-3012 to request a military transcript, or visit <http://clep.collegeboard.org/military> to download a transcript request form. There is a fee of \$30 for each military transcript.

**PLEASE PROVIDE ALL THE INFORMATION REQUESTED ON THIS FORM. PLEASE PRINT.**

Name at the time of testing (last name, first name, middle initial)

Current name, if different from above (last name, first name, middle initial)

Address: number, street and apartment

City

State/Province

ZIP

Country

Daytime telephone number (include area code)

Email address

□□□ / □□□ / □□□□□□

Date of birth (month/day/year)

- American Government
- American Literature
- Analyzing and Interpreting Literature
- Biology
- Calculus
- Chemistry
- College Algebra
- College Composition
- College Composition Modular
- College Mathematics
- English Literature
- Financial Accounting

- French Language
- German Language
- History of the United States I: Early Colonization to 1877
- History of the United States II: 1865 to the Present
- Human Growth and Development
- Humanities
- Information Systems and Computer Applications
- Introduction to Educational Psychology
- Introductory Business Law
- Introductory Psychology
- Introductory Sociology

- Natural Sciences
- Precalculus
- Principles of Macroeconomics
- Principles of Management
- Principles of Marketing
- Principles of Microeconomics
- Social Sciences and History
- Spanish Language
- Western Civilization I: Ancient Near East to 1648
- Western Civilization II: 1648 to the Present
- Other \_\_\_\_\_

Send only exam scores of 50 or above (for computer-based exams).  Send all scores.

## CLEP TRANSCRIPT RECIPIENT

Name of institution

College code # (*Visit [www.collegeboard.org/clep](http://www.collegeboard.org/clep) to look up college codes.*)

Person at the institution to whom transcript should be sent (if known)

Address of institution where CLEP transcript should be sent

## PAYMENT INFORMATION

There is a fee of \$20 for each transcript

\_\_\_\_\_ Check or money order (payable to College-Level Examination Program)

\_\_\_\_\_ Visa, MasterCard, American Express, Discover, JCB

\_\_\_\_\_ Debit card (Visa or MasterCard)

Credit or debit card number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

I authorize CLEP to release my scores to the institution designated above.

Signature

Date

If you are paying by credit or debit card, you may fax this form to 610-628-3726. If you are paying by check or money order, mail to: CLEP-Transcript Services, P.O. Box 6600, Princeton, NJ 08541-6600.

## Contacting CLEP

To find a test center, check if an institution has a CLEP policy, view exam descriptions, purchase a *CLEP Official Study Guide* or consult the free CLEP Sampler, and for other general information, visit:

**[www.collegeboard.org/clep](http://www.collegeboard.org/clep)**

CLEP Services	E-mail	Address	Phone/Fax	Be sure to include
Customer Service (Monday–Friday 8 a.m. to 6 p.m. Eastern Time)	<a href="mailto:clep@info.collegeboard.org">clep@info.collegeboard.org</a>	CLEP P.O. Box 6600 Princeton, NJ 08541-6600	800-257-9558 International: 609-771-7865 Fax: 610-628-3726	Your name, address, telephone number
Register for a CLEP exam	Contact the testing office of the college where you wish to test. Visit <b><a href="http://www.collegeboard.org/clep">www.collegeboard.org/clep</a></b> to consult the list of test centers.			
Request a transcript (there is a \$20 fee for each transcript requested). Military personnel should call 877-471-9860 (toll free) or 651-603-3012 to request a military transcript or visit <a href="http://clep.collegeboard.org/military">http://clep.collegeboard.org/military</a> to download a Transcript Request Form. There is a fee of \$30 for each military transcript.		If you are paying by check or money order: CLEP Transcript Request P.O. Box 6600 Princeton, NJ 08541-6600	If you are paying by credit or debit card:* Fax to 610-628-3726 or call 800-257-9558.	Transcript Request Form, payment, name (at testing time), date of birth, last four digits of your Social Security number, and where you want the transcript sent
Report a problem with a test administration	<a href="mailto:clep@info.collegeboard.org">clep@info.collegeboard.org</a>	CLEP P.O. Box 6600 Princeton, NJ 08541-6600		Test title, test center, test date, name, phone number, and email address
Report a problem with a test question	<a href="mailto:clep@info.collegeboard.org">clep@info.collegeboard.org</a>	CLEP P.O. Box 6656 Princeton, NJ 08541-6656		Test name, test center, test date and the number of the test question
*American Express, MasterCard, Visa, Discover, JCB				

# How to Complete the Registration Form

## Before You Begin

### **Exam administration schedules, registration dates and deadlines are set by individual test centers.**

Contact your test center directly for this information before filling out this registration form. Some institutions use their own forms or have online registration procedures. Others will accept this form. Check with your test center to find out the deadline for submitting registration information.

## Items 12 and 13 — Test Dates

Contact your test center for available test dates. Enter your first and second test date choices (month, day and year). A second date is needed in case there are any scheduling problems.

If you plan to take more than one test, you must submit separate fee payments for each exam.

## Item 15 — Students with Disabilities

Check this box if you require testing accommodations. Make sure to contact your test center well in advance of the test date to make the necessary arrangements and to find out its deadline for submitting documentation. (See page 3, “Accommodations for Students with Disabilities.”)

## Item 17 — Examinations

Check the box next to the title of each examination you wish to take. If your school requires you to write an optional essay, check the box and enter the title of the exam(s) for which you will also take the essay section. Exam descriptions are on pages 4–6.

Test centers’ policies vary as to how many examinations you may take in one day. Check with the test center where you plan to test.

## Item 18 — Repeating Examinations

If you are repeating any of the examinations you checked in Item 17, check this box.

Any examination may be repeated six months or more after you last took it, but inquire about your college’s regulations before registering for retesting. **Scores on tests repeated earlier than six months will be canceled and test fees forfeited.** DANTES-funded military examinees: Effective Dec. 11, 2010, DANTES no longer funds retesting on previously funded CLEP exams. However, service members may personally fund a retest after waiting six months.

## Item 19 — Fees

**CLEP Exam Fees:** The fee for each CLEP exam is \$80. If your institution requires an optional essay for a composition or literature exam, you must pay an additional \$10 fee to your test center at least 7–10 days before your exam. CLEP exams and optional essays are free to all eligible military personnel and civilian employees (with proper military ID). Test fees must be paid by valid credit or debit card (preferred method of payment) or a check or money order made payable to the College-Level Examination Program. Checks made payable to any other payee will not be accepted, and CLEP cannot be responsible for cash sent through the mail. Your check or money order may be dated no more than three months earlier than the test date. There is a \$15 surcharge for a returned check. A separate payment is required for each CLEP exam.

**Test Center Administration Fees:** Most test centers charge a nonrefundable administration fee, directly payable to the institution. **Each test center establishes its own policy and may charge a different amount.** DANTES-funded test-takers only pay the test center administration fee if they test at college test center which is not located on a base or sponsored by a military base.

Contact the test center directly to inquire about forms of payment for the administration and optional essay fees.

<b>1. First Name</b> (Please print.)	<b>2. M.I.</b>	<b>3. Last Name</b>			
<b>4. Birth Date</b>		<b>5. Sex</b> <input type="checkbox"/> M <input type="checkbox"/> F			
<b>6. Color of Hair</b>		<b>7. Color of Eyes</b>			
<b>8. Daytime Telephone</b>		<b>9. Email Address</b>			
<b>10. Street Address</b>		<b>11. City, State, ZIP, Country</b>			
<b>12. First Choice Test Date (mm/dd/yyyy)</b>		<b>13. Second Choice Test Date (mm/dd/yyyy)</b>			
<b>14. Test Center Name</b> See your counselor or the CLEP® website for a list of test centers.					
<b>15. Students with documented disabilities:</b> Check here <input type="checkbox"/> if you need testing accommodations. Make sure to contact your test center to make the necessary arrangements before the test date. Each test center sets its own deadlines for submission of documentation and approval of accommodations.					
<b>16. Are you a DANTES-funded military examinee?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, refer to pages 3, 7 and 8.					
<b>17. Examinations for which you are registering:</b> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 33%;"> <input type="checkbox"/> American Government  <input type="checkbox"/> American Literature  <input type="checkbox"/> Analyzing and Interpreting Literature  <input type="checkbox"/> Biology  <input type="checkbox"/> Calculus  <input type="checkbox"/> Chemistry  <input type="checkbox"/> College Algebra  <input type="checkbox"/> College Composition  <input type="checkbox"/> College Composition Modular  <input type="checkbox"/> College Mathematics  <input type="checkbox"/> English Literature  <input type="checkbox"/> Financial Accounting  <input type="checkbox"/> French Language         </td> <td style="vertical-align: top; width: 33%;"> <input type="checkbox"/> German Language  <input type="checkbox"/> History of the United States I: Early Colonization to 1877  <input type="checkbox"/> History of the United States II: 1865 to the Present  <input type="checkbox"/> Human Growth and Development  <input type="checkbox"/> Humanities  <input type="checkbox"/> Information Systems and Computer Applications  <input type="checkbox"/> Introduction to Educational Psychology  <input type="checkbox"/> Introductory Business Law  <input type="checkbox"/> Introductory Psychology  <input type="checkbox"/> Introductory Sociology         </td> <td style="vertical-align: top; width: 33%;"> <input type="checkbox"/> Natural Sciences  <input type="checkbox"/> Precalculus  <input type="checkbox"/> Principles of Macroeconomics  <input type="checkbox"/> Principles of Management  <input type="checkbox"/> Principles of Marketing  <input type="checkbox"/> Principles of Microeconomics  <input type="checkbox"/> Social Sciences and History  <input type="checkbox"/> Spanish Language  <input type="checkbox"/> Western Civilization I: Ancient Near East to 1648  <input type="checkbox"/> Western Civilization II: 1648 to the Present         </td> </tr> </table> <p>*Optional essays are available for these examinations. Please check with your school to see if an essay is required.</p> <p>Essay sections for which you are registering: _____ Exam Title(s): _____</p>			<input type="checkbox"/> American Government <input type="checkbox"/> American Literature <input type="checkbox"/> Analyzing and Interpreting Literature <input type="checkbox"/> Biology <input type="checkbox"/> Calculus <input type="checkbox"/> Chemistry <input type="checkbox"/> College Algebra <input type="checkbox"/> College Composition <input type="checkbox"/> College Composition Modular <input type="checkbox"/> College Mathematics <input type="checkbox"/> English Literature <input type="checkbox"/> Financial Accounting <input type="checkbox"/> French Language	<input type="checkbox"/> German Language <input type="checkbox"/> History of the United States I: Early Colonization to 1877 <input type="checkbox"/> History of the United States II: 1865 to the Present <input type="checkbox"/> Human Growth and Development <input type="checkbox"/> Humanities <input type="checkbox"/> Information Systems and Computer Applications <input type="checkbox"/> Introduction to Educational Psychology <input type="checkbox"/> Introductory Business Law <input type="checkbox"/> Introductory Psychology <input type="checkbox"/> Introductory Sociology	<input type="checkbox"/> Natural Sciences <input type="checkbox"/> Precalculus <input type="checkbox"/> Principles of Macroeconomics <input type="checkbox"/> Principles of Management <input type="checkbox"/> Principles of Marketing <input type="checkbox"/> Principles of Microeconomics <input type="checkbox"/> Social Sciences and History <input type="checkbox"/> Spanish Language <input type="checkbox"/> Western Civilization I: Ancient Near East to 1648 <input type="checkbox"/> Western Civilization II: 1648 to the Present
<input type="checkbox"/> American Government <input type="checkbox"/> American Literature <input type="checkbox"/> Analyzing and Interpreting Literature <input type="checkbox"/> Biology <input type="checkbox"/> Calculus <input type="checkbox"/> Chemistry <input type="checkbox"/> College Algebra <input type="checkbox"/> College Composition <input type="checkbox"/> College Composition Modular <input type="checkbox"/> College Mathematics <input type="checkbox"/> English Literature <input type="checkbox"/> Financial Accounting <input type="checkbox"/> French Language	<input type="checkbox"/> German Language <input type="checkbox"/> History of the United States I: Early Colonization to 1877 <input type="checkbox"/> History of the United States II: 1865 to the Present <input type="checkbox"/> Human Growth and Development <input type="checkbox"/> Humanities <input type="checkbox"/> Information Systems and Computer Applications <input type="checkbox"/> Introduction to Educational Psychology <input type="checkbox"/> Introductory Business Law <input type="checkbox"/> Introductory Psychology <input type="checkbox"/> Introductory Sociology	<input type="checkbox"/> Natural Sciences <input type="checkbox"/> Precalculus <input type="checkbox"/> Principles of Macroeconomics <input type="checkbox"/> Principles of Management <input type="checkbox"/> Principles of Marketing <input type="checkbox"/> Principles of Microeconomics <input type="checkbox"/> Social Sciences and History <input type="checkbox"/> Spanish Language <input type="checkbox"/> Western Civilization I: Ancient Near East to 1648 <input type="checkbox"/> Western Civilization II: 1648 to the Present			
<b>18. Repeating Exams</b> <input type="checkbox"/> Check here if you are repeating any of these exams. Remember, <b>you must wait six months</b> before repeating an examination.					
<b>19. Fees:</b> The fee for each exam is \$80. If you are taking an exam with an optional essay, there is an additional \$10 fee payable to your test center at least 7–10 days before your exam. You must pay for the exam on the day of the exam by valid credit or debit card (preferred method of payment) or a check or money order payable to the College-Level Examination Program. <b>Do not combine fees for multiple tests even if they are to be taken on the same day.</b> CLEP exams and optional essays are free to eligible military personnel, and eligible civilian employees with proper military ID. See page 3 for eligibility details. Your test center may also require a separate, nonrefundable administration fee; contact the test center about payment.					
Paying by: <input type="checkbox"/> Credit Card (Visa, MasterCard, American Express, Discover, JCB) <input type="checkbox"/> Check/money order Check #: _____ Checkholder name: _____ <input type="checkbox"/> Debit Card (Visa or MasterCard)					
<b>20. Signature</b>					

**Return form and payment to test center, not CLEP.**