



2009-10

Information for Candidates

College-Level Examination Program®

www.collegeboard.com/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 34 CLEP examinations. The exams are administered at 1,500 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 mastered college-level material.

Pass It On!

Share this information with a friend, family member or co-worker who could benefit from CLEP! Visit www.collegeboard.com/clep for the latest updates. Thank you for helping us spread the word about CLEP.

What's new in the 2009-10 Information for Candidates Bulletin?

- A change in the CLEP exam fee, which will be \$72 effective July 1, 2009.
- An announcement of two new exams — College Composition and College Composition Modular — to debut July 1, 2010 (page 4).
- A brief outline of our new Preparing for CLEP Web pages (page 7).
- New scoring and mailing dates for English Composition with Essay (pages 10-11).
- A new and improved Transcript Request Form (page 13).

Shorten Your Path to a College Degree

By reducing the number of courses you need to complete a college degree, CLEP can make it possible for you to earn your degree more efficiently. Whether you're entering college and hoping to accelerate your studies or focus on advanced course work, a part-time student concerned with finding the fastest route to a degree, or a working adult thinking about beginning or resuming college, CLEP can help you:

- **Shorten the time it takes to earn a degree.**
- **Save tuition dollars.**
- **Graduate on time if you're a few credits shy of your degree.**
- **Add flexibility to your degree program.**

Join the six 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
- Homeschooled students
- Speakers of foreign 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 34 CLEP examinations are administered on computer, offering many advantages:

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

If you are unfamiliar with computer-based testing, consult the CLEP Sampler online at www.collegeboard.com/clep. The CLEP Sampler will familiarize you with the different types of CLEP test questions and teach you how to navigate through a test using the testing tool icons. The Web site also provides test-taking tips and procedures.

*Except for English Composition with Essay.

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 admissions 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 www.collegeboard.com/clepcolleges.

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

Brief descriptions of all 34 exams appear on pages 4-6. You can read detailed descriptions of each at www.collegeboard.com/clep.

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

CLEP examinations are administered throughout the year at 1,500 colleges and universities in the United States and abroad. Visit www.collegeboard.com/cleptestcenters 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 \$72 exam fee, most test centers charge a nonrefundable administration fee, directly payable to the institution. *The College Board recommends a \$15 administration fee; however, each test center establishes its own policies and may charge a different amount.*

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: The U.S. government will not fund CLEP examinations that are repeated within a 180-day period.

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

Veterans can claim 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, visit www.collegeboard.com/clepveteterans.

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 admissions 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 schools, students earn three credits for a one-semester course and six credits for a full-year course.

Each exam is approximately 90 minutes long and, except for English Composition with Essay, includes primarily multiple-choice questions; however, some exams do include other types of questions. Visit www.collegeboard.com/clep to download the CLEP Sampler, which reviews the format of questions, and to read a detailed description of each exam.

Composition and Literature

English Composition with Essay is the only exam that includes a required essay. Test-takers type the essay into the CLEP software. It is scored by college English faculty designated by CLEP. There is no additional fee for the essay. Scores for this exam take two to three weeks to be reported.

Other Composition and Literature exams have optional essays, which some colleges and universities require and others do not. These essays are handwritten and are graded by faculty at the institution that requires 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 — their content, their backgrounds and their authors. (6 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 is not required. (6 credits)
- **English Composition** assesses the skills required for writing that explains, interprets, analyzes, or presents and supports a point of view, as well as the ability to apply the principles and conventions of Standard Written English. (6 credits)
- **English Composition with Essay** requires you to write a 45-minute essay in addition to completing a 45-minute multiple-choice section. The essay must be typed on a computer. (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 and basic literary forms. (6 credits)
- **Freshman College Composition** measures the skills required in most first-year English courses. The test addresses the elements of language, grammar, various types of formal and informal writing, and limited analysis and interpretation of short passages of prose and poetry. The exam assumes that you know the fundamental principles of rhetoric and can apply the principles of Standard Written English. The test also requires familiarity with research papers and reference skills. (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)

On July 1, 2010, CLEP will launch two new exams: College Composition and College Composition Modular.



These exams will replace English Composition, English Composition with Essay, and Freshman College Composition.

Visit www.collegeboard.com/clep for more information. A free downloadable study guide for the exams will be available in April 2010.

Foreign 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**

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, and psychological disorders. *(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)*

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 a general exam that 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)*

“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

“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

- **Principles of Macroeconomics** covers the principles of economics that apply to a total economic system, particularly the general levels of 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
- **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)
Note: An online scientific calculator (nongraphing) is available during this exam.
- **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.com/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.com/clep in the Exam Description section.

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.
Note: A four-function calculator is available during the exam.
- **Information Systems and Computer Applications** requires familiarity with computer hardware and software, system development and usage, design tools and programming logic, data management, telecommunications, organization and user-support systems, information processing, and the business, social and ethical implications of developments in this field. (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)

Preparing to Take CLEP Exams

1. Visit the College Board Store at 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. Become familiar with the computer-based format of CLEP exams. Download and install the CLEP Sampler (available on the CLEP Web site).
4. 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 Web site as well.
5. Visit the Preparing for CLEP Web pages at www.collegeboard.com/clepprep for:
 - A list of suggested textbooks to study for each exam.
 - Links to free online course materials and lectures for each exam.
6. Check with your librarian about locating study aids relevant to the exam you plan to take. These supplement-

tary materials may include, for example, videos or DVDs made by education-oriented companies and organizations, language tapes, and computer software.

7. 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.

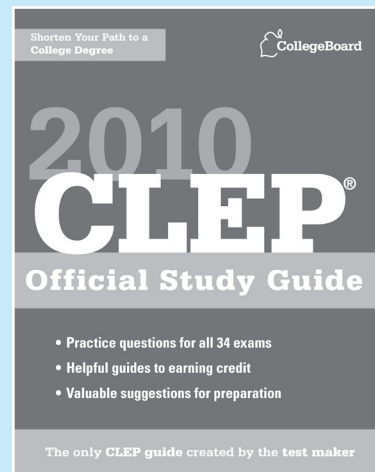
Order the *CLEP Official Study Guide 2010*

The *CLEP Official Study Guide 2010* 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 34 exams, and general information about credit-by-examination.

The Study Guide costs USD \$24.95 (plus \$5 for shipping and handling). To order, visit the College Board Store (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. EST. 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 for download from the College Board Store (store.collegeboard.com).



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 **government-issued** photo ID with signature, such as a passport, state-issued driver's license, state-issued ID card, tribal ID, naturalization card or certificate of citizenship.
The secondary form of ID must have a photo or signature, such as a Social Security card, student ID, credit card or employee ID. All DANTES-funded military candidates must present a current military ID. **If you fail to present appropriate ID, you will not be tested.**
- Bring a nonmechanical pencil.
- Scratch paper will be provided by the test center.
- Exam rest breaks are not scheduled.

Prohibited Items

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

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 Web site (www.collegeboard.com/clep) or obtained by contacting CLEP.

2009-10 CLEP® Credit-Granting Recommendations

	Computer-Based Testing (CBT) and Paper-and-Pencil Testing	
	ACE Recommended Score ¹	Semester Hours ¹
Business		
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
Composition and Literature		
American Literature	50	6
Analyzing and Interpreting Literature	50	6
College Composition ²	50	6
College Composition Modular ²	50	3/6
English Composition with Essay ³	50	6
English Composition Without Essay ³	50	6
English Literature	50	6
Freshman College Composition ³	50	6
Humanities	50	6
Foreign Languages		
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 foreign language course work		
Level 2 — equivalent to the first four semesters (or 12 semester hours) of college-level foreign language course work		
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	3
Chemistry	50	6
College Algebra	50	3
College Mathematics	50	6
Precalculus	50	3
Natural Sciences	50	6

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 Web site at www.acenet.edu/acecredit.

2. These exams will be available to students July 1, 2010. If the college does not require a supplemental essay for the Modular version of the examination, the ACE credit-granting recommendation is 3 credits. If the college does require a supplemental essay, the credit-granting recommendation is 6 credits.

3. Beginning July 1, 2010, these exams will no longer be available to students. They will be replaced by College Composition and College Composition Modular.

"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 upon completion of the exam. If you have taken English Composition with Essay, 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 e-mail 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.** If you are a DANTES-funded military examinee, you cannot cancel your score; you must wait 180 days to retest in the same subject.

Essay Scoring and Retention

The essay portion of the English Composition with Essay exam is scored by English faculty from a variety of colleges and universities, and CLEP retains these essays. Each essay is scored by two or more faculty members using a holistic scoring method. See below for essay scoring and 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 English Composition with Essay Scoring and Mailing Dates

Last Date for Transmission from Test Centers (11:59 PM, ET)	Scoring Date	Score Report Mailing Date
March 20, 2009	March 25, 2009	April 3, 2009
April 6, 2009	April 11, 2009	April 21, 2009
April 17, 2009	April 22, 2009	May 1, 2009
May 4, 2009	May 9, 2009	May 19, 2009
May 22, 2009	May 27, 2009	June 5, 2009
June 8, 2009	June 13, 2009	June 23, 2009
June 19, 2009	June 24, 2009	July 3, 2009
July 3, 2009	July 8, 2009	July 17, 2009
July 20, 2009	July 25, 2009	August 4, 2009
August 5, 2009	August 12, 2009	August 21, 2009
August 24, 2009	August 29, 2009	September 8, 2009
September 4, 2009	September 9, 2009	September 18, 2009
September 21, 2009	September 26, 2009	October 6, 2009
October 9, 2009	October 14, 2009	October 23, 2009
October 26, 2009	October 31, 2009	November 10, 2009
November 6, 2009	November 11, 2009	November 20, 2009
November 23, 2009	November 28, 2009	December 8, 2009
December 6, 2009	December 11, 2009	December 22, 2009
December 23, 2009	December 29, 2009	January 10, 2010
January 7, 2010	January 12, 2010	January 22, 2010
January 24, 2010	January 29, 2010	February 8, 2010
February 4, 2010	February 9, 2010	February 18, 2010
February 21, 2010	February 26, 2010	March 8, 2010
March 6, 2010	March 11, 2010	March 22, 2010
March 23, 2010	March 29, 2010	April 7, 2010
April 8, 2010	April 13, 2010	April 22, 2010
April 24, 2010	April 29, 2010	May 10, 2010
May 6, 2010	May 11, 2010	May 20, 2010

Last Date for Transmission from Test Centers (11:59 PM, ET)	Scoring Date	Score Report Mailing Date
May 21, 2010	May 26, 2010	June 4, 2010
June 3, 2010	June 8, 2010	June 17, 2010
June 20, 2010	June 25, 2010	July 6, 2010

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.

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.

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."

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 \$45 (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. 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/AM/Template.cfm?section=CLLL.

- If a CLEP test center administrator finds that there is misconduct in connection with a CLEP exam, the involved student may be dismissed from the testing room, or the program may decline to score the exam or may cancel the score. Misconduct includes, but is not limited to, the following:
 - Obtaining improper access to the exam, or a part of the exam
 - Consulting prohibited aids such as textbooks, teachers or professors, other students, any electronic device, or any other resource during the exam
 - Attempting to remove questions or any notes relating to the exam from the testing room
 - Giving exam questions to anyone else or discussing exam content with others (including advisers, teachers or professors, family members, and other students) at any time
 - Leaving the testing room without permission
 - Creating a disturbance
- 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.
- Students who, at any time, communicate exam questions via e-mail, text messaging, the Internet or any other means will automatically have their scores canceled and will be prohibited from ever taking another CLEP exam.
- 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

College-Level Examination Program® Transcript Request Form

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.

★ **Note:** Military personnel should call 877-471-9860 (toll free) or 651-603-3012 to request a military transcript, or visit www.dantes.doded.mil to download a transcript request form.

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) E-mail address

Date of birth (month/day/year) Last four digits of your Social Security number

- | | | |
|--|---|--|
| <input type="checkbox"/> American Literature | <input type="checkbox"/> History of the United States I: Early Colonization to 1877 | <input type="checkbox"/> Calculus |
| <input type="checkbox"/> Analyzing and Interpreting Literature | <input type="checkbox"/> History of the United States II: 1865 to the Present | <input type="checkbox"/> Chemistry |
| <input type="checkbox"/> English Composition | <input type="checkbox"/> Human Growth and Development | <input type="checkbox"/> College Algebra |
| <input type="checkbox"/> English Composition with Essay | <input type="checkbox"/> Introduction to Educational Psychology | <input type="checkbox"/> College Mathematics |
| <input type="checkbox"/> English Literature | <input type="checkbox"/> Introductory Psychology | <input type="checkbox"/> Natural Sciences |
| <input type="checkbox"/> Freshman College Composition | <input type="checkbox"/> Introductory Sociology | <input type="checkbox"/> Precalculus |
| <input type="checkbox"/> Humanities | <input type="checkbox"/> Principles of Macroeconomics | <input type="checkbox"/> Financial Accounting |
| <input type="checkbox"/> French Language | <input type="checkbox"/> Principles of Microeconomics | <input type="checkbox"/> Information Systems and Computer Applications |
| <input type="checkbox"/> German Language | <input type="checkbox"/> Social Sciences and History | <input type="checkbox"/> Introductory Business Law |
| <input type="checkbox"/> Spanish Language | <input type="checkbox"/> Western Civilization I: Ancient Near East to 1648 | <input type="checkbox"/> Principles of Management |
| <input type="checkbox"/> American Government | <input type="checkbox"/> Western Civilization II: 1648 to the Present | <input type="checkbox"/> Principles of Marketing |
| | <input type="checkbox"/> Biology | <input type="checkbox"/> Other _____ |

Send only exam scores of 50 or above.

CLEP TRANSCRIPT RECIPIENT

Name of institution College code # (*Visit www.collegeboard.com/clepcolleges to look up college codes.*)

Person to whom transcript should be sent (if known)

Mailing address

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 609-771-7088. 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.com/clep

CLEP Services	E-mail	Address	Phone/Fax	Be sure to include
Customer Service (Monday–Friday 8 a.m. to 6 p.m. Eastern Standard Time)	clep@info.collegeboard.org	CLEP P.O. Box 6600 Princeton, NJ 08541-6600	800-257-9558 International: 609-771-7865 Fax: 609-771-7088	Your name, address, telephone number
Register for a CLEP exam	Contact the testing office of the college where you wish to test. Visit www.collegeboard.com/cleptestcenters 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 www.dantes.doded.mil to download a Transcript Request Form.		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 609-771-7088 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	clep@info.collegeboard.org	CLEP P.O. Box 6600 Princeton, NJ 08541-6600		Test name, test center and test date
Report a problem with a test question	clep@info.collegeboard.org	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.**

Item 19 — Fees

CLEP Exam Fees: The fee for each CLEP exam is \$72. 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. The College Board recommends a \$15 administration fee; **however, each test center establishes its own policy and may charge a different amount.** DANTES-funded military candidates are required to pay the test center administration fee.

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

REGISTRATION FORM

Note: Some test centers use their own forms. Check with your test center about the form it requires.



CLEP

1. First Name (Please print.)	2. M.I.	3. Last Name			
4. Birth Date		5. Sex <input type="checkbox"/> M <input type="checkbox"/> F			
6. Color of Hair		7. Color of Eyes			
8. Daytime Telephone		9. E-mail Address			
10. Street Address		11. City, State, Zip, Country			
12. First Choice Test Date (mm/dd/yyyy)		13. Second Choice Test Date (mm/dd/yyyy)			
14. Test Center Name See your counselor or the CLEP® Web site for a list of test centers.					
15. Students with documented disabilities: 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.					
16. Are you a DANTES-funded military examinee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, refer to pages 3, 7 and 8.					
17. Examinations for which you are registering: <table style="width:100%; border:none;"> <tr> <td style="vertical-align: top; width:33%;"> <input type="checkbox"/> American Literature* <input type="checkbox"/> Analyzing and Interpreting Literature* <input type="checkbox"/> English Composition <input type="checkbox"/> English Composition with Essay <input type="checkbox"/> English Literature* <input type="checkbox"/> Freshman College Composition* <input type="checkbox"/> Humanities <input type="checkbox"/> French Language <input type="checkbox"/> German Language <input type="checkbox"/> Spanish Language <input type="checkbox"/> American Government <input type="checkbox"/> History of the United States I: Early Colonization to 1877 </td> <td style="vertical-align: top; width:33%;"> <input type="checkbox"/> History of the United States II: 1865 to the Present <input type="checkbox"/> Human Growth and Development <input type="checkbox"/> Introduction to Educational Psychology <input type="checkbox"/> Introductory Psychology <input type="checkbox"/> Introductory Sociology <input type="checkbox"/> Principles of Macroeconomics <input type="checkbox"/> Principles of Microeconomics <input type="checkbox"/> Social Sciences and History <input type="checkbox"/> Western Civilization I: Ancient Near East to 1648 <input type="checkbox"/> Western Civilization II: 1648 to the Present </td> <td style="vertical-align: top; width:33%;"> <input type="checkbox"/> Biology <input type="checkbox"/> Calculus <input type="checkbox"/> Chemistry <input type="checkbox"/> College Algebra <input type="checkbox"/> College Mathematics <input type="checkbox"/> Natural Sciences <input type="checkbox"/> Precalculus <input type="checkbox"/> Financial Accounting <input type="checkbox"/> Information Systems and Computer Applications <input type="checkbox"/> Introductory Business Law <input type="checkbox"/> Principles of Management <input type="checkbox"/> Principles of Marketing </td> </tr> </table> <p style="margin-top: 10px;">*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 Literature* <input type="checkbox"/> Analyzing and Interpreting Literature* <input type="checkbox"/> English Composition <input type="checkbox"/> English Composition with Essay <input type="checkbox"/> English Literature* <input type="checkbox"/> Freshman College Composition* <input type="checkbox"/> Humanities <input type="checkbox"/> French Language <input type="checkbox"/> German Language <input type="checkbox"/> Spanish Language <input type="checkbox"/> American Government <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"/> Introduction to Educational Psychology <input type="checkbox"/> Introductory Psychology <input type="checkbox"/> Introductory Sociology <input type="checkbox"/> Principles of Macroeconomics <input type="checkbox"/> Principles of Microeconomics <input type="checkbox"/> Social Sciences and History <input type="checkbox"/> Western Civilization I: Ancient Near East to 1648 <input type="checkbox"/> Western Civilization II: 1648 to the Present	<input type="checkbox"/> Biology <input type="checkbox"/> Calculus <input type="checkbox"/> Chemistry <input type="checkbox"/> College Algebra <input type="checkbox"/> College Mathematics <input type="checkbox"/> Natural Sciences <input type="checkbox"/> Precalculus <input type="checkbox"/> Financial Accounting <input type="checkbox"/> Information Systems and Computer Applications <input type="checkbox"/> Introductory Business Law <input type="checkbox"/> Principles of Management <input type="checkbox"/> Principles of Marketing
<input type="checkbox"/> American Literature* <input type="checkbox"/> Analyzing and Interpreting Literature* <input type="checkbox"/> English Composition <input type="checkbox"/> English Composition with Essay <input type="checkbox"/> English Literature* <input type="checkbox"/> Freshman College Composition* <input type="checkbox"/> Humanities <input type="checkbox"/> French Language <input type="checkbox"/> German Language <input type="checkbox"/> Spanish Language <input type="checkbox"/> American Government <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"/> Introduction to Educational Psychology <input type="checkbox"/> Introductory Psychology <input type="checkbox"/> Introductory Sociology <input type="checkbox"/> Principles of Macroeconomics <input type="checkbox"/> Principles of Microeconomics <input type="checkbox"/> Social Sciences and History <input type="checkbox"/> Western Civilization I: Ancient Near East to 1648 <input type="checkbox"/> Western Civilization II: 1648 to the Present	<input type="checkbox"/> Biology <input type="checkbox"/> Calculus <input type="checkbox"/> Chemistry <input type="checkbox"/> College Algebra <input type="checkbox"/> College Mathematics <input type="checkbox"/> Natural Sciences <input type="checkbox"/> Precalculus <input type="checkbox"/> Financial Accounting <input type="checkbox"/> Information Systems and Computer Applications <input type="checkbox"/> Introductory Business Law <input type="checkbox"/> Principles of Management <input type="checkbox"/> Principles of Marketing			
18. Repeating Exams <input type="checkbox"/> Check here if you are repeating any of these exams. Remember, you must wait six months before repeating an examination.					
19. Fees: The fee for each exam is \$72. 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. Do not combine fees for multiple tests even if they are to be taken on the same day. 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)					
20. Signature					

Return form and payment to test center, not CLEP.