Registration Procedures

What is CLEP?
The College-Level Examination Program (CLEP) is a series of examinations in college subjects that allow individuals to earn college credits for what they already know regardless of how the knowledge was acquired – through advanced course work, independent study, work experience, professional development, or extracurricular activities. Students from any college or university can take a CLEP exam at Edinboro University. Edinboro students can earn credits for successful scores on CLEP exams (most are worth 3 credits but some are worth 6, 9, or 12 credits), and can earn a maximum of 30 credits from multiple CLEP exams. (If you are not an Edinboro student, please check the CLEP policies at your school.) CLEP exams are approximately 90 minutes long and are administered on a computer.

What is a Successful Score?
CLEP calculates your score by converting your “raw score” into a “scaled score” that ranges from 20 (the lowest) to 80 (the highest). A score of 50 is considered passing (with the exception of the level 2 Foreign Language exams which are higher) and is equivalent to a C grade. You receive instant score reports following completion of the exam, however, the official transcript from CLEP is received by the college or university that you designate approximately one week after taking the exam. Once the official transcript is received for a successful CLEP score, the credits are posted to your transcript. (Edinboro students: Your GPA is not affected as no grade is assessed for the exam and unsuccessful CLEP scores are not reflected on your transcript.) You may not repeat an exam of the same title within three months of the initial testing date.

I Want to Take a CLEP Exam – What Do I Do?
Please visit the Edinboro University Transfer and Adult Student Services CLEP website (www.edinboro.edu, keyword “clep”) for a schedule of CLEP testing, and then fill out the CLEP Registration Form.

Cost
The fee for each CLEP exam is $87 payable to CLEP and $35 payable to Edinboro University of Pennsylvania. You must pay the $87 to CLEP prior to taking the exam on the CLEP website at www.collegeboard.com/clep. (Further instructions will be provided by email once the registration form is received by Edinboro University). The $35 fee to Edinboro University is payable online by visiting Edinboro University’s Marketplace. Edinboro students will be charged the $35 to their student account after taking the exam and do not have to pay through Edinboro’s Marketplace. The $35 fee is non-refundable.

Location
CLEP exams are given in Hendricks Hall, Room 224 (3rd floor). Registrants should arrive a fifteen minutes prior to the start of the scheduled exam for check-in and instructions. We highly recommend leaving your personal belongings elsewhere while taking the exam.

Resources
The study guide can be checked out for library use only. Preparation tips and suggestions can also be found on the reverse side of this form. Official CLEP study guides can be purchased at www.collegeboard.com/clep. Each study guide includes an outline of the exam, sample questions and answers, and general tips for preparing to take the CLEP exams.

Course Equivalencies
The list of CLEP exams and the Edinboro University course equivalencies is found in page 3 of this handout.

If You Decide to Take a CLEP Exam:
1. You should check with your advisor to ensure that the exam you are taking will meet the requirements for your degree completion.
2. Complete the registration form at least three days prior to testing date.
$35 to Edinboro University is also due with the registration form (it will be posted to your student account if you are an Edinboro student). PLEASE NOTE (for Edinboro University students): you can not take a CLEP exam and receive credit for a course in which you are currently enrolled and/or have previously received a letter grade (including, but not limited to, an F, W, AU, or I) or if you are in a provisional admittance program such as Fresh Start or the Academic Enrichment Program.

3. Bring with you to the exam:
   - CLEP exam registration ticket
   - One form of identification. Acceptable forms of ID include: passport, driver’s license, state or providence ID, military ID, national ID, tribal ID, a naturalization card or certificate of citizenship, or a College Board ID form. All DANTES-funded military candidates must present a current military ID. If you fail to present appropriate ID, you will not be tested.

4. Do NOT Bring:
   - 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 and pencils will be provided)
   - Slide rules, protractors, compasses, or rulers
   - Food, beverages, or tobacco products
   - Hats (unless worn as a religious requirement)
   - Any other unauthorized testing aids
   - Any items brought must be left outside the testing room during testing.

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**CLEP Exam Preparation Tips and Suggestions**

1. **Review the exam description** online or in the CLEP Official Study Guide. How much do you know about each topic? Are you familiar with the terms, names, and symbols that are mentioned? If you’re familiar with nearly all the material, you’ll need a minimum amount of review. However, if more than half is unfamiliar to you, you probably need to study extensively to do well on the exam.

2. **Review the “knowledge and skills required” outline** for the exam. This outline appears within each exam description that is contained in the study guides.

3. **Answer sample questions** in the CLEP Official Study Guide or in the Individual Exam Guides and use the answer key to determine your number of correct responses. Although these questions won’t appear on the actual exam, the proportion of the sample questions you can answer correctly should be a rough estimate of the proportion of questions you will be able to answer correctly on the exam.

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**Do you need more review?**

1. Enroll with "Modern States" for FREE Online course offerings that will prepare you to complete a CLEP. Vouchers for payments of fees is also available through this resource, Please visit: [https://modernstates.org/](https://modernstates.org/)

2. **Check with the library** about locating study aids relevant to the exam you plan to take. These supplementary materials may include, for example, videos or DVDs made by education-oriented companies and organizations, language tapes, and computer software.

3. **Check with the bookstore** to find out which books and materials are used for the equivalent course in the exam subject. You may find the course syllabus on Edinboro’s website as well.

4. **Study textbooks and other resources** used in the comparable course. Match the content outline and the “knowledge and skills” outline for the exam to the table of contents in the textbooks to be certain that areas of study match exam content.

5. **Find course materials and lectures online** at websites like MIT OpenCourseWare, Carnegie Mellon’s Open Learning Initiative, and the Online Education Database. Most of this material is offered for free. Educational websites, like those offered by PBS or the National Geographic Society, can be helpful as well.