<u>Steps to Take CLEP</u>

Before Exam Day

Step 1: CLEP exam and Registration fees to be paid prior to exam:

A. <u>Registration Fee:</u>

Testing candidate must save a seat for chosen exam date by paying a non-refundable fee of $30 prior to test date.

Steps:
  i. Choose a exam date: www.callutheran.edu/clep
  ii. Pay the registration fee: https://commerce.cashnet.com/clucar

B. <u>CLEP Exam Fee:</u>

- As of November 1st, testing candidates must pay the CLEP exam fee of $80 online using the <u>*My Account*</u> registration portal.
- This fee must be paid, and the appropriate ticket voucher information printed out prior to the scheduled exam date.
  - ➤ Candidates MUST bring a copy of this ticket in order to take the CLEP exam on the specified test date.
- Appointment scheduling is handled by each test center, **NOT** via *My Account*.
  *Selecting a preferred location on My Account does not reserve a space or guarantee an appointment at the test center.
- A CLEP exam fee is valid for six (6) months; the expiration date will be printed on the ticket.
- The registration platform will allow candidates to register for exams 24/7 and manage their personal accounts at any time prior to taking the exam.
- To create and manage your personal account (<u>*My Account*</u>) and register to pay the CLEP exam feel testing candidates:
  - o must select the score recipient (Cal Lutheran) and preferred location through <u>*My Account*</u> **BEFORE** test day.
    - ✓ To create your <u>*My Account*</u> (copy and paste the link below):
      https://iam.collegeboard.org/oam/server/obrareq.cgi?wh%3Dclepportal.collegeboard.org%20wu%3D%2Fclepcand%2Fhome%2Fdashboard.action%20wo%3D1%20rh%3Dhttps%3A%2F%2Fclepportal.collegeboard.org%20ru%3D%252Fclepcand%252Fhome%252Fdashboard.action

Step 2: Become Familiar with the Exams
- Exam timing and subsections
- How your score is computed
- Graphic and Scientific Calculators

On Exam Day

Be prepared to bring the following:
- A valid registration ticket from My Account registration portal
- One valid form of identification *(see below for acceptable forms of ID)*
- CLU Student ID
- Ticket voucher

For more information on CLEP changes please view [Information for Test-Takers](#).

Identification:

Each candidate must present one forms of identification. The identification will be checked during the check-in process and may be rechecked at any time during an administration.

The **Primary ID** must be a government-issued photo ID. The ID must include the candidate's name, signature, and a recognizable photograph.

Acceptable forms of ID include:
- A current student ID
- Valid driver's license
- Current passport
- State issued ID
- Military ID
- National ID
- A tribal ID card
- A naturalization card or certificate of citizenship
- A military ID (common access card)
- An unused ID from the primary choices above

* If you have questions about the ID policy, contact CLEP services at (800) 257-9558, (609) 771-7865, or clep@info.collegeboard.org

Candidates who fail to produce the required signature and photo identification as specified above will not be admitted to the exam.

Prohibited Items:

Use of the following items in the testing room is strictly prohibited unless an approved exception has been specified by CLEP Services at (800) 257- 9558 or (609) 771-7865.

- Calculators (a calculator function is built into the software for those test that require calculator use)
- Listening devices including, but not limited to cellular phones/pagers, beepers, walkie talkies, PDAs, or wireless communication devices (e.g., smartphone, tablet, mp3 player)
- Any device capable of recording audio, photographic or video content, or capable of viewing or playing back content, thorough such means as digital cameras or video cameras
- Food, beverages, or tobacco products
- Hats (unless worn as a religious requirement)
- Hooded sweatshirts or sweaters
- Calculator watches
- Digital watches, alarm watches, or wristwatch cameras
- Dictionaries, books, pamphlets, reference materials and papers of any kind
- Slide rules, protractors, compasses, rulers
- Highlighter pens and/or colored pens and pencils
- Copying devices
- Transmission or receiving devices
- Mechanical pencils or any type of pen
- Nonmedical electronic devices
- Flash/thumb drives or any other portable electronic storage device
- Candidate-provided keyboards
- Any other unauthorized testing aids
- Weapons or firearms

All personal items are required to be placed under the assigned workstation desk. All electronic devices must be turned off prior to the start of the exam. California Lutheran University will not be responsible for the safety of personal items left unattended during a test. Leave all prohibited items outside the test building.

Anyone found using prohibited items during the administration will be dismissed from the examination.