

# How Do I Sign Up For the CLEP Test?

## Before Exam Day

**\*Note: You may not be able to use your cell phone to do this.**

**Note: Check with your college to see which CLEP exams are accepted for credit.**

**Step 1:** Sign in or create an account through the “My Account”

(<https://cleportal.collegeboard.org/clepcand/home/dashboard.action>) registration portal to:

- Register for a CLEP exam 24/7
- Manage your personal accounts at any time prior to taking the exam
- Search for test centers and select your score recipient institution (UACCB = University of Arkansas Community College – Batesville)
- Study materials are available for purchase on the collegeboard.org website.
- **Print registration ticket**

**Step 2:** Become Familiar with the Exams

- **Exam timing and subsections:** Read the “exam description” to learn how much time is allowed for the test and whether there are timed subsections.
- **Optional essay:** The American Literature, Analyzing and Interpreting Literature, College Composition Modular and English Literature exams have “optional essays” that may be required by some colleges and universities. These essays are scored by faculty at the colleges and universities that require them. If you are taking any of the above exams and have questions about whether you need to take the optional essay, 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.
- **How your score is computed:** Read “*What Your CLEP Score Means*” (.pdf/573KB) to learn how your test score will be determined.
- **Graphic and Scientific Calculators:** Graphing calculators are used in the Calculus and Precalculus examinations. Scientific (nongraphing) calculators are used in the Chemistry, College Algebra, and College Mathematics examinations. You are expected to know how and when to make appropriate use of the calculator. You can get more information about the graphing calculator and download a trial version at <http://www.infinitysw.com/ets>.

**Step 3:** Schedule Your Appointment to Take the Test

After you register for an exam through My Account, it is important that you contact the preferred test center to schedule your appointment to test. **Registering for an exam provides you with a payment receipt and a Ticket ID, but you must contact a test center to schedule the date and time you wish to take the test.**

In addition to the non-refundable \$80 exam fee, most test centers charge a nonrefundable administration fee, directly payable to the institution. Check with your test center and confirm the amount required and acceptable method of payment. (UACCB requires a \$25 administration fee for CLEP)

## On Exam Day – at UACCB

Be prepared to bring the following to the test center:

- A valid registration ticket from My Account registration portal. (You will not be allowed to take your exam if you do not have your registration ticket/voucher with you when you arrive at the Testing Center)
- Receipt for \$25 proctoring fee which is to be paid at the Business Office prior to the exam.
- Your driver's license, passport or other government-issued identification that includes your photograph and signature. You will be asked to show this identification to be admitted to the testing area. The name on your primary ID must match the name on your registration ticket.
- Military test-takers, bring your military ID and Social Security card.
- Home-schoolers, if you do not have the required government-issued ID, please complete a “**Student ID Form**” ([http://media.collegeboard.com/digitalServices/pdf/clep/Image\\_2\\_Student\\_ID\\_Form.pdf](http://media.collegeboard.com/digitalServices/pdf/clep/Image_2_Student_ID_Form.pdf)), which is valid for one year. 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. If you fail to present appropriate ID, you will not be tested.

\*Note: **No** personal items will be allowed into the testing room with test candidate. These either need to be left in your car or in a locker provided in the testing center.

\*No food or drinks are allowed in the Testing Center.

## After the Test

A minimum score of 50 will be accepted for most CLEP Subject Exams. Students passing a CLEP exam will be required to pay the per credit hour processing fee to have courses transcribed.

Exceptions to CLEP scoring are for the language sections. German language requires a minimum score of 60, French language a minimum of 59 and Spanish language a minimum of 63.

\*UACCB processing fees for CLEP are \$25 per credit hour.

To schedule your exam with the UACCB Testing Center contact Sherrie Stagner, Leanne Collins, or Louise Hughes.

Sherrie Stagner  
870-612-2110  
[sherrie.stagner@uaccb.edu](mailto:sherrie.stagner@uaccb.edu)  
MCB 224

Leanne Collins  
870-612-2110  
[leanne.collins@uaccb.edu](mailto:leanne.collins@uaccb.edu)  
MCB 224

Louise Hughes  
870-612-2013  
[louise.hughes@uaccb.edu](mailto:louise.hughes@uaccb.edu)  
MCB 233A