

Louisiana Believes

College Level Examination Program (CLEP®)

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CLEP Webinar

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- We will begin shortly. Thank you.

College Level Examination Program

Understanding CLEP

Seeking Rewards with CLEP

The CLEP Exam – Nuts and Bolts

CLEP Test Centers

CLEP Resource Center

What is CLEP®?

- ✓ [CLEP®](#) is a computer-based **credit by exam** opportunity that offers the chance for students to be awarded college credit for knowledge gained through dual enrollment coursework.
- ✓ CLEP recognizes the value of prior learning and validates a student's experience and knowledge acquired inside and outside of the classroom, such as knowledge gained through dual enrollment coursework or workforce training and life experiences.
- ✓ 33 introductory college-level exams
- ✓ CLEP is the most widely accepted credit-by-examination programs, available at more than [2,900 colleges and universities](#).
- ✓ 200,000+ CLEP exam are administered each year at 1,900 test centers nationwide.

CLEP[®] Examinations

History & Social Sciences	Composition & Literature	Science & Mathematics	Business	World Languages
American Government	American Literature	Biology	Financial Accounting	French Language
History of the United States I	Analyzing and Interpreting Literature	Calculus	Information Systems	German Language
History of the United States II	College Composition	Chemistry	Introductory Business Law	Spanish Language
Human Growth and Development	College Composition Modular	College Algebra	Principles of Management	
Introduction to Education Psychology	English Literature	College Mathematics	Principles of Marketing	
Introduction to Psychology	Humanities	Natural Sciences		
Introduction to Sociology		Precalculus		
Principles of Macroeconomics				
Principles of Microeconomics				
Social Sciences and History				
Western Civilization I				
Western Civilization II				

A score of 50% or better correlates closely with college readiness.

Benefits of CLEP®

CLEP helps Institutions and Students Succeed - By accurately placing prepared, engaged and motivated students, CLEP helps create a more dynamic classroom experience and increase retention rates.

- ✓ **Rigor** — All aspects of the CLEP test development process are informed by the belief that the exams must be rigorous and relevant to their respective disciplines.
- ✓ **Success** - A 2010 study by the Council for Adult and Experiential Learning (CAEL) showed that students with prior-learning assessment (PLA), such as CLEP, had better academic outcomes than students without prior learning assessment.
- ✓ **Access** — CLEP exams help open up space in introductory classes and place students in the courses that are right for them. CLEP also improves affordability for those students who may find rising college costs increasingly challenging.
- ✓ **Completion** - Students who earn credits through CLEP tend to complete their degrees at a higher rate than student who don't earn credit-by-examination. 91% of CLEP test-takers reported that CLEP made a difference in helping them complete their degrees.

CLEP[®] and College Credit

Learn About CLEP[®] Policy

[2,900 colleges and universities](#) grant credit for [CLEP[®]](#), with each institution setting its own CLEP[®] policy.

How Much Credit Can Be Earned?

Passing CLEP[®] can earn a student 3 or more college credit hours. The amount of credit earned on an individual CLEP[®] exam varies with each college.

Minimum Qualifying Score

Most colleges publish the required scores for earning CLEP[®] credit in their general catalog. The required score for earning CLEP[®] credit may vary by exam.

Getting Credit for General Requirements

At some colleges, students may be able to apply a CLEP[®] credit to the college's core curriculum requirements. For example, CLEP[®] credit may be given as "6 hrs English Credit" or "3 hrs Math Credit", and can be used for any English or mathematics course.

CLEP® and Students with Disabilities

- Accommodations for students with a learning or physical disability may be requested.
- The student's school testing coordinator should contact the testing center of choice well in advance of the test date to make the necessary arrangements and to verify the submission deadline for required documentation.
- Accommodations that can be arranged directly with test centers include:
 - Zoom Text (screen magnification)
 - Modifiable screen colors
 - Use of a reader or a sign language interpreter
 - Extended time
 - Untimed rest breaks

If the above accommodations do not meet your needs, do not register online for your exam. Contact CLEP Services at clep@info.collegeboard.org for information about other accommodations.

Seeking Rewards with CLEP[®]

The [graduation index](#) in the accountability system is the core measure for the extent to which high schools have prepared students for college or a career – with both treated as equally valuable. The table below indicates how [CLEP[®]](#) is rewarded in the accountability system for [college](#) and [career](#) pathway students.



GRADUATION INDEX POINTS AWARDED	STUDENT RESULT
150 pts.	<p>Four-year graduate with any diploma achieving an advanced statewide Jump Start credential OR having at least one test score at the following levels: AP[®] score of 3 or higher, IB[®] score of 4 or higher, or CLEP[®] score of 50</p> <p>Four-year graduates achieving both an advanced statewide Jump Start credential and a qualifying test score listed above will generate 160 points</p>

CLEP® Score Reporting

CLEP Bulk Purchase Program*

- The [CLEP Bulk Purchase Program](#) allows schools and districts to cover the costs of CLEP exams for test takers.
- For accountability reporting purposes, each school site (or LEA) seeking rewards for CLEP scores must participate in the Bulk Purchase Program. In doing so, the school site (or LEA) pays \$80 per exam taken, with a minimum purchase of 30 exams in a given academic year.

**Policy put in place by the College Board beginning with the 2016-17 academic year.*

CLEP Bulk Purchase Program

How It Works:

- Purchasing Institutions will receive a list of **voucher codes** that test takers can use to register for CLEP exams.
- Test takers register online using a **voucher code** in lieu of payment. At checkout, test takers will receive a **registration ticket** that is valid for six months and can be used at any CLEP testing center.
- Purchasing institutions are invoiced each month for exams taken during the previous month. High school and district purchasers will also receive a **report of test taker scores** each month.
- To order **voucher codes**, complete all fields in the [CLEP Bulk Purchase Order Form](#) and return the form to clep@collegeboard.org by the appropriate order deadline.

Bulk Purchase Program Timeline

2016-17 CLEP ORDERING DEADLINES

The following schedule was designed to help educators plan for their schools' CLEP exam administration. In order to receive vouchers by the delivery dates below, a complete and accurate order form must be submitted by 11:59 PM on the indicated receive by date.

Order Received by:

- September 1, 2016
- November 1, 2016
- January 6, 2017
- March 1, 2017

Vouchers Delivered on:

- October 13, 2016
- December 13, 2016
- February 17, 2017
- April 12, 2017

2016-17 SCORE REPORTS AND INVOICE SCHEDULE

If you tested in:

- September 2016
- October 2016
- November 2016
- December 2016
- January 2017
- February 2017
- March 2017
- April 2017

Score reports will be delivered*:

- 3rd week in October
- 3rd week in November
- 3rd week in December
- 3rd week in January
- 3rd week in February
- 3rd week in March
- 3rd week in April
- 3rd week in May

Invoice will arrive*:

- 4th week in October
- 4th week in November
- 4th week in December
- 4th week in January
- 4th week in February
- 4th week in March
- 4th week in April
- 4th week in May

**Weeks listed are provided as an approximation only and represent the 3rd or 4th full week of a given month.*

The CLEP[®] Exam – Nuts and Bolts

CLEP Exam Fee: \$80



Computer-based, linear exams



Multiple choice, an essay for composition exams, and listening sections for foreign language exams



90-minutes in length



“Rights-only” scoring (no deduction for wrong answers)



Immediate score reports (except English Composition with Essay – score reports mailed 2 - 3 weeks later)



Exams scored on a scale of 20 – 80; The recommended credit-granting score for all exams is 50+

How to Register for a CLEP[®] Exam

1

Decide which [CLEP exam\(s\)](#) to take based on current dual enrollment coursework

2

Register for the desired CLEP exam via the College Board My Account [Registration Portal](#) and pay the \$80 exam administration fee

3

Complete the registration process by scheduling an appointment to test with an authorized [CLEP Test Center](#)

When Offering CLEP® Exams

STEP 1

- **Research CLEP credit acceptance policy**

STEP 2

- **Decide which CLEP exam(s) are applicable to which students**

STEP 3

- **Guide students through the CLEP exam registration process**

STEP 4

- **Assist students in preparing for exam day**

Authorized CLEP® Testing Centers

Louisiana is currently home to 109 authorized high school based CLEP test centers. An additional 23 test centers are available at Colleges and Universities statewide.

How to Become an Authorized CLEP Test Center:

[CLEP test centers](#) may be established with two computers or with 50 — as long as you have a designated room for testing and proctors and your computers meet the [iBT \(Internet-based testing\) Test Delivery Requirements](#)

On-campus test centers provide immediate benefits to for institutions such as:

- A way of attracting potential high-achieving students
- A source of revenue
- Test centers also function as advocates for [CLEP](#), making students, faculty and other administrators aware of CLEP's value as an educational resource.

How to Open a CLEP® Test Center

STEP 1:

Request a username and password to the CLEP Resource Center

As part of the application process, you'll need to access password-protected forms and documents in the [CLEP Resource Center](#).

To request a username and password, send an e-mail to clep@collegeboard.org; include "CLEP Resource Center password" in the subject line.


Once you have received your log-in information, you can access the required forms and documents.

How to Open a CLEP[®] Test Center


STEP 2:

Complete and Submit an Online Application

Before filling out an application, you must first identify a Primary Test Center Administrator (PTCA) for your testing location.



The PTCA actively manages the overall testing program and procedures, although not necessarily acting as an on-site supervisor or administering the exams.




After identifying the PTCA, complete and submit the test center application.

How to Open a CLEP[®] Test Center


STEP 3:

Complete the Required Documentation

If your application meets all of the requirements, your site will be assigned a four-digit test center code, which will be emailed to you along with instructions for completing the following additional documentation.



Return the documents listed below by mail or fax, as indicated in the document instructions.



Print, fill out and mail the CLEP iBT Agreement and the Test Center Security Compliance Checklist documents, with the appropriate signatures. You must log into the password-protected [CLEP Resource Center](#) to access both documents.

How to Open a CLEP[®] Test Center

STEP 4:

Schedule Test Center CLEP iBT Implementation

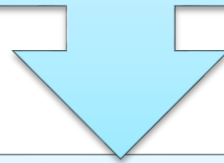
Once [CLEP](#) receives the documents described above you will receive an email requesting completion of an online form to specify PTCA contact information and selection of your Test Center's CLEP iBT implementation date.

How to Open a CLEP® Test Center

STEP 5:

Train Test Center Staff

A few weeks prior to your test center's CLEP iBT implementation date, your Primary TCA will receive an email with information and instructions on accessing the online CLEP iBT eLearning System for training and certification of test center staff.



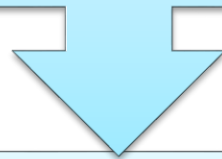
When all TCAs at your test center have completed their eLearning certification, your site will be ready to move forward to the certification process for your computers.

How to Open a CLEP® Test Center

STEP 6:

Review iBT Technical Requirements

When you have been certified in the CLEP eLearning training, you will receive an email containing your credentials for the iBT CLEP application and instructions on how to access the iBT Bundler software package.




Once you have received your log-in information, you can access the required forms and documents.

How to Open a CLEP[®] Test Center


STEP 7:

Implement CLE iBT

On the date confirmed for your test center's iBT implementation and activation, follow the steps outlined in communications from [ETS](#) for downloading and executing the iBT Bundle.



Work with ETS Technical Support as needed. Upon completion of the installation of all test center components, run the Round Trip and demo tests as described in the iBT Handbook.




Contact ETS Technical Support to activate your test center for [CLEP](#) exam administration.

How to Open a CLEP[®] Test Center

STEP 8:

Promote and Open Test Center

Let your students and parents know about [CLEP](#) by featuring your testing schedule and credit-granting policy on your institution's website and in other printed resources.



Update your institution's policy information by completing the [Policy Form](#).



You can also download [free promotional materials](#) such as posters, brochures and advising kits. Learn more about [promoting your test center](#).

How to Open a CLEP® Test Center: In Summary

1. Apply to be a CLEP Test Center
 - a) You will need credentials for the CLEP Resource Center to access the application link
 - b) Email clep@info.collegeboard.org to request them
2. Sign and return the required contract
 - a) Can be a lengthy step to get required signatures at the school/district
3. Complete the required online certification process
 - a) One person at each site must be certified.
 - b) Can be completed in just 2-3 hours
4. Install software and conduct demo tests
5. Entire process can be completed in 2-3 weeks but can get bogged down if not a priority.

More CLEP® Resources

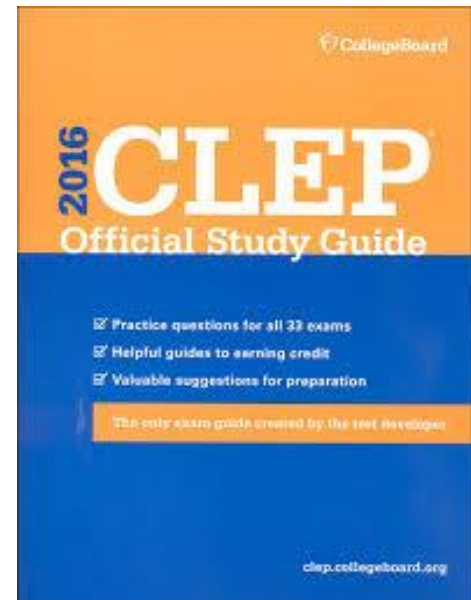
For more CLEP resources visit www.clep.collegeboard.org

Available resources include:

- ✓ Exam descriptions
- ✓ List of CLEP colleges and test centers
- ✓ Test preparation materials

To request a FREE* copy of the CLEP Official Study Guide, please submit your request along with the school site's physical mailing address to CollegeReadiness@la.gov.

**maximum 1 free copy per school site*



CLEP® Webinar

Q & A

You may now submit questions using the **Q & A pod** on the right hand side of your screen.

Contact Information

For more information on CLEP[®],
please email your request to
CollegeReadiness@la.gov.

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For Program Specific
Questions:

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Assessment@la.gov

**Jump Start Career Diploma
Requirements**
Jumpstart@la.gov

**TOPS University Diploma
Requirements**
Collegereadiness@la.gov