



## College-Level Examination Program (CLEP)

Effective September 30<sup>th</sup>, 2019 SHAC Testing Services will offer proctoring for CLEP exams only to current PSU students.

The College-Level Examination Program (CLEP) provides the opportunity to receive college credit for knowledge in a specific area. SHAC Testing Services offers proctoring for CLEP exams to current PSU students only. We cannot proctor CLEP exams for non-PSU students. For exam descriptions and more information about CLEP visit the [College Board website](#).

### Information for Students

- Portland State University *does not* accept all CLEP exams. Students should speak to an [academic advisor](#), or inquire with their department to find out if CLEP credits will satisfy their personal degree requirements. For a list of CLEP exams accepted at PSU visit the [Undergraduate Admissions website](#).
- The Department of World Languages requires PSU students to submit an Examination Request form and receive approval in order to take a CLEP language exam. Students need to contact [The Department of World Languages](#) before scheduling an appointment.
- The Department of World Languages also requires students to take CLEP language exams prior to the end of week 8 during each term.

### Registering for a CLEP Exam

Testers must:

1. Confirm that the receiving institution will accept the CLEP credits.
2. Create an account through [College Board](#) and register for the CLEP exam.
  - a. CLEP charges \$89 per exam, paid directly to College Board.
  - b. Ticket ID numbers expire after 6 months and CLEP does not issue refunds.
3. Print the CLEP Ticket to bring it on the test date.
  - a. SHAC Testing Services is unable to administer the exam without a Ticket ID.
4. [Make an appointment](#) with SHAC Testing Services to take the CLEP exam.

### Fees

There are two fees for the CLEP exam, paid separately.

- 1) CLEP charges \$89 for each exam, which is paid by credit or debit card directly to [College Board](#).
- 2) SHAC Testing Services requires a non-refundable, non-transferable \$35 proctoring fee, paid at the time of registration.

### Appointments

- Appointments are required and available as space permits.
- Exams must be scheduled at least 24 hours prior to the intended appointment time.
- If testers are late for the scheduled appointment, they will need to make a new appointment and re-pay the registration fee. SHAC Testing Services is unable to seat CLEP testers after their appointment time.
- All scheduling is done through our [online scheduling system](#).
- If requesting testing accommodations, call SHAC Testing Services (503-725-5301) before scheduling.

- Appointments are final and cannot be rescheduled or refunded.

## Test Day

Be prepared on the test date with:

- A printed copy of the Ticket ID issued by College Board for the CLEP exam.
- A current, government-issued, photo ID with a signature. Acceptable forms of identification include:
  - Current passport with name, photograph, and signature.
  - Valid driver's license with name, photograph and signature.
  - State or Province ID issued by the motor vehicle agency with name, photograph, and signature.
  - Military ID.
  - National ID with name, photograph, and signature.
  - Tribal ID card.
  - A naturalization card or certification of citizenship.
  - A Permanent Resident Card with name, photograph, and signature.
- If the student is a minor and unable to provide a primary government-issued ID please contact CLEP Services by calling 800-257-9558, or 609-771-7865, or by email at [clep@info.collegeboard.org](mailto:clep@info.collegeboard.org).

## Testing Policies

- Valid photo ID is required prior to testing.
- The tester must be a currently enrolled PSU student.
- Only permitted testing materials are allowed in the testing room.
- All personal items and prohibited materials must be stored in lockers prior to testing. Lockers are free and secure.
- Prohibited items include, but are not limited to:
  - Cell phones, pagers, and other electronic and recording devices.
  - Watches, fit-bits, and electronic bands.
  - Hats.
  - Bags.
  - Food (including candy and gum).
  - Beverages (including water).
  - Any unauthorized testing aids.
- Testers may not access personal items, or leave the building, at any time during the exam.
- Time warnings will not be provided. Test takers are responsible for monitoring their testing time.
- Testing must be completed by 5 p.m.
- Tests will not be administered past the deadline set by the instructor or institution.
- SHAC Testing Services provides pencils, scratch paper (if allowed), and noise reduction devices.
- Testing rooms are monitored by closed-circuit cameras.
- Testing Services is a fragrance free environment.
- Children cannot enter the testing room and cannot be left unattended.

## Scores and Transcripts

An unofficial score report is issued immediately following the exam, and the institution will receive the official score report approximately 2-3 weeks after the testing date. Scores can be viewed online through the [CLEP My Account Portal](#) one business day after taking the exam. Additional score transcripts can be sent to institutions by contacting [College Board](#).

## Academic Dishonesty and Cheating

The [Student Code of Conduct](#) provisions regarding disruptive behavior and academic dishonesty apply to exams administered at SHAC Testing Services. Testers must abide by SHAC Testing Services Policies and College Board exam policies. Irregularities during testing will be reported to College Board directly. Incidents will also be sent to PSU Code of Conduct.

Cheating includes, but is not limited to:

- Having non-permitted items in the testing room.
- Going beyond the allotted testing time.
- Accessing prohibited materials during testing.
- Giving or receiving help from other students.

### Linked Content URLs

College Board/CLEP information and registration- <https://clep.collegeboard.org/>

SHAC Testing Services Appointment Registration Site - <https://www2.registerblast.com/pdx/Exam/List>

PSU Academic Advising - <https://www.pdx.edu/advising/>

PSU Undergraduate Admissions CLEP Program- <https://www.pdx.edu/undergraduate-admissions/psu-credit>

Portland State University World Languages- <https://www.pdx.edu/wll/>

Student Code of Conduct: <https://www.pdx.edu/dos/policies-codes-of-conduct-at-psu>