



Step-by-Step CLEP Exam Planning Guide

Taking a CLEP Exam?
Read This First.

1) Meet with your academic advisor to find out the exact name of the course(s) you wish to test out of. You will also need to clarify whether that course is an SCI course or a BU course. If it is an SCI course, you will need to consult the SCI Equivalency List. If it is a BU course, you will need to consult the BU Equivalency List.

2) Either on your own or with your advisor, **consult the SCI or BU CLEP Equivalency List** to see if there is a CLEP exam listed there that corresponds with the SCI or BU course you wish to test out of. *Both Equivalency Lists are available either attached to this sheet, at the CLEP link on the Resource Center website www.sci.edu/resource.htm, in the Resource Center, or from your advisor.* If you haven't done so already, **confirm with your advisor that the CLEP exam you have selected is indeed the exam you need to take for the course credit you need.**

3) After you have confirmed this with your advisor, **take the practice exam.** Practice exams can be found in the CLEP Study Guide, which can be downloaded (for a fee) from CLEP's website, <http://www.collegeboard.com/highered/clep/>, or photocopied from the CLEP Study Guide in the SC-BU Resource Center.

Please understand that you must visit the Resource Center in person to examine the Study Guide yourself and determine the information you need, photocopying it on your own (our staff can key in the copy code for you). In order to comply with fair-use copyright law, we can make the material available to you, but we cannot photocopy and distribute this material via pick-up, mail, or any other method.

4) If you pass the practice exam and feel prepared to take the official exam, contact Nikkie Prosperini at (217) 525-1420 EXT 320 to schedule a day and time to take the exam. For *most* exams, you'll need to set aside a two-hour block of time. Consult the Study Guide for specific information about your particular test.

If you do not pass the practice exam, it is highly recommended that you partake in further study and/or preparation before spending money on the official exam. In other words, it is not a good idea to waste money on the official exam if you cannot pass a practice exam.

5) CLEP charges **\$70** for *most* exams. **(As of July 1, 2009, the fee will increase to \$72)** (Again, consult the Study Guide for specific information about your particular test, as some exams—like the Freshman College Composition—have an extra fee associated with them). You'll need to bring a **credit card** with you on the day of the exam in order to pay CLEP online just before you begin your test.

The site proctor fee is **\$15**, which can be paid with a **check** on the day of your exam.

Most CLEP exams are taken during one sitting and at the computer. (Again, consult the Study Guide for specific information about your particular test, as some exams—like the Freshman College Composition—are taken in two parts: one part on the computer and one part by hand.)

If you are taking an exam that does not include an essay component, you will probably receive your score results as soon as you finish the exam. (Again, consult the Study Guide for specific information about your particular test, as some exam scores are reported at a later date.) A CLEP exam may not be repeated (in the same subject) for a period of six months.

*Note: CLEP exams are published by the College Board. The College Board is also the organization that publishes the CLEP Study Guides referred to here. However, many other organizations publish study guides for CLEP exams as well. Regarding these other study guides, the Resource Center has been told by students who have used multiple study guides to prepare for CLEP exams they've taken that the study guide published by the College Board (the one referred to in step three, above) seems to provide the most directly relevant and helpful preparatory information. The Resource Center is not endorsing CLEP's guide over any other—just passing along information from other CLEP test-takers.

