

CLEP at SNU Information

CLEP (College-Level Examination Program) exams are national standardized tests that allow students to earn transcript credit by demonstrating they have proficiency in a subject equivalent to the expectations for a college course.

To arrange to take a CLEP test at SNU, call Testing Services at 405-491-6686.

Not all CLEP tests listed will apply to graduation requirements in given majors. To find out what applies to you, contact your Universities Registrar's Office.

Exams are given by appointment

Call to schedule. Please arrive promptly at your appointment time, but arriving early isn't necessary. The exams are 90 minutes in length, except for College Composition with Essay, which is 120 minutes.

CLEP tests are offered through Friday by appointment only.

Please take your appointment time seriously, if you need to cancel and reschedule we will be happy to do so **one** time. If you cancel and reschedule a second time there will be an **additional** \$20 administration fee.

Testing Location

The Testing Center is located in the Learning Resources Center (Library), third floor, Suite 325.

Exam Cost

As of January 2014, all CLEP exam payments must be made by test-takers online through the My Account registration portal. Please go to <https://cleportal.collegeboard.org/myaccount>. Here you will be able to select the desired CLEP test, pay for your exam, and find other helpful information pertaining to the CLEP exams. Cost for the test is \$80. **Please make sure to print your registration ticket and bring it with you on your test day.**

If you have questions regarding My Account or the CLEP Exam Registration Ticket, please contact CLEP Services at (800) 257-9558, (212) 237-1331, or clep@info.collegeboard.org.

There is also a separately charged \$20.00 administration fee for each test paid by **cash, check, or money order** to Southern Nazarene University. **Sorry, no credit cards are accepted at this time.**

NOTE for SNU students: To have CLEP credit recorded to your SNU transcript there is a fee of \$7.00 that will be billed to you by the business office.

Reminder

As of July 1st, 2014 CLEP is only requiring one form of ID to be admitted for your exam. It **must be a government-issued photo ID bearing your name, signature and a recognizable photo** (examples: passport, driver's license, State ID, etc.). If you do not have an appropriate government ID as stated above, go to the CLEP website (<http://clep.collegeboard.org/exam-day-info>) and download the "Student ID Form" that you need to complete that will substitute for the ID. This form can be re-used for a period of one year. This form needs to be completed by a

school official or by a notary. **NOTE: The first and last names on the ID must match that on the Registration Ticket.**

Test Day

On test day bring your ID, your CLEP registration ticket, and your proctor fee.

Exam scores

You will receive your unofficial score report at the end of the exam, except when taking the College Composition with Essay. It is free to have your score provided directly to an institution at the time of the exam. CLEP will charge a \$20 fee to send your score to an institution any time after your test date.

- If you take the College Composition with Essay you will receive one combined score after the essays have been scored, which could take three to four weeks.
- SNU STUDENTS: if you take a Foreign Language exam your credit will not be transferred to the Registrar's office until you have completed an Oral Exam with the Modern Language Department.

If you do not receive a passing score, you may retake a test in three months. If you retake the exam before three months, your test will **not** be scored. It is your responsibility to know when you took an exam and if enough time has passed to retest.

Transcript Credit

If you pass the exam, a "P" will be recorded on your transcript but it does not affect your grade point average. SNU allows up to 30 hours of credit this way (This includes CLEP, AP, Departmental Proficiency, Military Credit, etc.).

Test Prep

- Visit the College Board website at www.collegeboard.org/clep which has useful tips, exam descriptions, and sample questions.
- On the College Board website you can order the CLEP Official Study Guide book and exam specific Exam electronic guides.
- Look for books like "How to prepare for CLEP", these are usually available from local bookstores, libraries, and online.
- Another good source to review is the textbook used for the class for which you are trying to get CLEP credit.

Veterans: Please visit U.S. Department of Veteran Affairs for information on financial help at www.gibill.va.gov/resources/education_resources/programs/national_testing_program.html

Updated 10/2016