

## How do I register for a CLEP exam?

Visit the CLEP Exam website at <http://clep.collegeboard.org> to register and pay for the CLEP Exam. Then contact the Test Center to schedule an appointment.

### CLEP Fees:

- CLEP Examination Fee is \$85.00
- HC Administration Fee is \$15.00.

Administration fee is paid in the Business Office prior to arrival to the test center (credit cards, cash, money orders or checks are accepted).

Visit the CLEP website to find Test Prep study materials and other helpful information about the CLEP Test.

## What should I bring on the test day?

- 1) CLEP Exam Registration Ticket I.D.
- 2) Receipt for \$15.00 Administration Fee.
- 3) One valid government-issued photo I.D.
  - Must be current (non-expired).
  - Must bear the test-taker's full name.
  - Contain a photograph and a signature.

Items such as; calculators, cell phones, listening or wireless communication devices, mechanical pencils, watch alarms, drinks, etc. or any unauthorized testing aids are not allowed in the testing room. An online calculator is available for exams as permitted. Non-essential items will be stored at owner's risk during testing.

## Accommodations:

Accommodations for learning or physical disabilities are available. Requests should be made well in advance by contacting the testing center prior to registration.

## About CLEP scores:

An unofficial score report is provided to you at the end of testing, except for the *College Composition* Exam which takes approximately 4 weeks. CLEP will forward an official score report to one designated institution of your choice. If an institution is not chosen during the registration process a transcript may be requested at a later date through the CLEP website for a fee.

CLEP scores involve the computation of two calculations. First, the "raw score", which are the number of questions answered correctly, are calculated and one point is added to the raw score for each correct answer. Second, the raw score is then converted into a "scaled score" that ranges from 20 being the lowest, to 80, the highest.

## Test Center Information:

**Office Hours: Monday–Thursday  
(8:00 a.m.–5:00 p.m.) Closed Friday.**

**Summer Hours: Monday-Thursday  
(7:30 a.m.-5:00 p.m.) Closed Friday.**

**CLEP Tests are administered all  
year by appointment.**

**Old Main Building  
Test Center, 2<sup>nd</sup> Floor, Rm 205  
1001 Birdwell Lane  
Big Spring, Texas 79720  
Phone: (432) 264-5637  
Fax: (432) 264-5632  
[www.howardcollege.edu/testing](http://www.howardcollege.edu/testing)**

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# HOWARD COLLEGE CLEP Policies

## College-Level Examination

Program<sup>®</sup>

(CLEP<sup>®</sup>)

Testing



*Earn College Credit  
for What You  
Already Know*



Updated 6/28/2017

## Earn College Credit for What You Already Know.

The College-Level Examination Program® (CLEP®) offers individuals an opportunity to earn college credit for what they already know and enables them to bypass certain college courses.

The CLEP Exam is an internet-based test (iBT) that offers 33 exams. Howard College will grant credit hours for 29 of the 33 exams CLEP offers if score requirements are met. See tables for a list of the 29 exams available for earned CLEP credit.

CLEP exams are 90 minutes in length with multiple choice questions, with the exception of College Composition which is 2 hours and an essay section.

CLEP policy allows candidates to retest three months after the last test administration. If the same exams titles are repeated prior to the three months it will be considered invalid; scores will be invalid and test fees will be forfeited.

Contact an Academic Advisor to discuss which CLEP exams are right for you.

### How do I receive CLEP credit?

Earned CLEP credit is awarded through the Registrar's Office. Candidates may earn a minimum of 3 credit hours with a maximum of 14 credit hours. Howard College will award up to 18 hours maximum of earned CLEP credit.

To receive CLEP credit, the candidate must earn a minimal score or better, as listed and must have the equivalent amount of hours earned through regular course work. Earned credit hours are recorded as pass and are not averaged into the candidate's GPA.

Transfer CLEP credit is awarded if it is included on an official transcript from an accredited college or university and if it is appropriately related to the student's educational program.

## Howard College CLEP Exam List:

Exam Title	Credit Minimum Score	Credit Hours Granted	HOWARD COLLEGE Course Equivalent
American Government	50	3	GOVT 2302
American History I	50	3	HIST 1301
American History II	50	3	HIST 1302
American Literature	50	6	ENGL 2327, 2328
Biology	52	8	BIOL 1406, 1407
English Literature I	50	6	ENGL 2322, 2323
Pre-calculus	50	6	MATH 1314, 1316
Calculus	50	3	MATH 2313
College Algebra	50	3	MATH 1314
College Composition	50	3	ENGL 1301
College Composition	58	6	ENGL 1301, 1302
College Mathematics	50	3	MATH 1332
Financial Accounting	56	3	ACCT 2301
French I	55	8	FREN 1411, 1412
French II	63	14	FREN 1411, 1412, 2311, 2312
General Chemistry	52	8	CHEM 1411, 1412
General Psychology	50	3	PSYC 2301
Human Growth & Develop	50	3	PSYC 2314

Exam Title	Credit Minimum Score	Credit Hours Granted	HOWARD COLLEGE Course Equivalent
Information Systems &	50	3	BCIS 1301
Introductory Business Law	50	3	BUSI 2301
Macro Economics	50	3	ECON 2301
Micro Economics	50	3	ECON 2302
Principles of Marketing	50	3	MRKG 1311
Principles of Management	50	3	BMGT 1327
Sociology	50	3	SOCI 1301
Spanish I	55	8	SPAN 1411, 1412
Spanish II	63	14	SPAN 1411, 1412, 2311, 2312
Western Civilization I	50	3	HIST 2311
Western Civilization II	50	3	HIST 2312

**NOTE: the CLEP policies in this pamphlet are Howard College CLEP policies. CLEP policies will vary for other institutions. If you are taking the CLEP test for another institution, it is recommended that you contact the other institution about their CLEP policies regarding accepted scores and transfer credit requirements prior to testing.**