

Concordia University Wisconsin

DSST and CLEP Test Policy

Effective Oct 1, 2010

1. DSST and CLEP exams *MUST* be scheduled at one of our center locations by visiting:
<http://www.cuw.edu/locations/dsst/index.html>
2. Currently only the CUW Madison location is administering CLEP. Other locations will be included in the coming weeks/months, however, all other locations are administering DSST.
3. Once the registration form has been completed you will receive an email from the test center at which time you will be able to schedule your exam based on the centers testing schedule.
4. If you plan to take the DSST “Principles of Public Speaking” exam, be sure to let the center administrator know as that exam is still paper pencil and requires that we order it well in advance of your scheduled test date.
5. If this is a retest be sure to let the center administrator know and make sure you understand the policy on re-takes. Retakes are not funded. For DSST and CLEP retests, you must be prepared to pay the testing agency fee at the time of the exam. See the *DANTES Funded Military Test Taker Agreement* for more information.
6. Be prepared to show the appropriate ID based on your military category. See the *Eligible Military Examinees and Identification Requirements* for acceptable sources.
7. DSST test-takers are allowed two hours for each test, however, most are completed within an hour. Students should plan accordingly.
8. DSST score reports can be printed immediately upon completion of the online test. Test takers who are not students at CUW must have the 4 digit code of the institution that they want the score sent to. If not, they will have to order a transcript separately and with a fee. Upon completion of the exam a copy of the score report will be sent to the Education Services Officer. See the *DANTES Funded Military Test Taker Agreement* for more information.
9. Finally, this is not intended to be an exhaustive list of notes for test takers. Detailed information about each test category; DSST and CLEP, can be found on the respective websites at www.getcollegetcredit.com and www.collegeboard.com/clep

We take pride in our service to others and will do our best to make sure that you have a good experience during the test registration and testing process. Please do not hesitate to contact any of our centers to ask questions of any kind. Each center is staffed with a Test Center Administrator and experienced professionals that are happy to assist you.

Dr. Carrie E. Buri, Master Site Administrator

Please see “Notes for Test-takers” on the following page.

NOTES FOR DSST TEST-TAKERS

Here are some helpful tips for the DSST test you're planning to take:

PREPARING FOR THE TEST: Fact Sheets

Every DSST test has a corresponding Fact Sheet. They explain what topics will be on your exam, which books might be useful for review, the number of questions on the exam, and the minimum score you need to receive credit for the exam. Fact Sheets are available at www.getcollegecredit.com

Other sites for test prep are:

<http://www.petersons.com/dod/DODHubPage.aspx?sponsor=12894&HubPage=10048>

<http://www.instantcert.com/>

GUESSING:

There's no penalty for guessing so you should mark an answer for each question.

TIMING:

DSST tests time out at 2 hours. Most examinees finish within an hour or an hour and a half.

MATERIALS ALLOWED:

Notes and calculators are not allowed unless specified. If you're uncertain as to whether the items you want to bring into an exam are allowed, call the test center ahead of time. If you use scratch paper, you must turn it in with the exam. Warning: the consequences of bringing unauthorized materials into the testing room or giving and receiving help will be the forfeiture of your test fee and the cancellation of your score.

CONFIDENTIALITY:

Your test score will not be released to anyone other than Concordia University Wisconsin, and the Department of Defense unless you request that a transcript be sent elsewhere. Instructions on how to do this are on your score report. Your scores may be used for research purposes, but individual scores are never made public, nor are individuals identified if research findings for a group are made public.

RETESTING:

Failed exams can be retaken after six months. Retaking the test before the six-month mark will result in an invalid score.

Finally, good luck on your DSST exam!