

Concordia University Wisconsin
DSST and CLEP Test Policy
Effective May 2012

1. For CUW students, DSST or CLEP tests must not overlap course work for which the student already has credit. Test applied for *must not overlap* previous courses taken for credit; neither major, core, elective, or transfer. If you are unsure about whether a given test will be approved, you may contact your advisor.

2. CUW degree seeking students may test out of the Physical Development and Mathematics requirement in the core area by successfully completing the “Health & Human Development” or “Fundamentals of College Algebra” DSST exam.

3. CUW Students may test out of the Math requirement in the core by successfully completing the CLEP “College Math”, “College Algebra”, or “Calculus” exam.

4. CUW students graduating in May, must have testing *complete* by April 1st; for December graduation, tests must be *completed* by November 1st, so please plan ahead.

5. DSST and CLEP exams *MUST* be scheduled at one of our center locations by visiting:

www.cuw.edu/dsst

6. Test-takers are allowed either two hours for DSST exams and 1.5 hours for CLEP exams--students should plan accordingly.

7. Students must be prepared to pay the testing agency fee with a debit or credit card only. An \$85 fee will be assessed by the DSST or CLEP for each exam taken, and must be remitted at the time the test is administered. Credit and debit cards are the only acceptable form of payment. Personal checks are not accepted. Additionally, an administrative fee payable to Concordia University Wisconsin (personal check or credit cards are acceptable) will be assessed at the time the test is taken. Students in the armed services may be exempt from all fees.

8. 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 the score separately and with a fee.

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

NOTES FOR 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.

MATERIALS ALLOWED:

Notes and calculators are not allowed. 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 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 three months. Retake the test before the three-month mark will result in an invalid score.

For CLEP test-takers: Please visit www.collegeboard.org/clep for valuable test preparation information. Your local CUW center may have some study guides or materials available as well.

Finally, good luck on your exam!