

CLEP Test Policies

1. Bring one form of valid government ID (passport, driver's license, etc.). The name and date of birth must match the test registration. This identification will go into the testing room with you.
2. Registration tickets and test center payment must be submitted ahead of the scheduled exam.
3. No personal items are allowed into the testing room, except specific calculators for certain exams. All items will be stored in lockers. Cell phones must be turned off within the lockers to avoid disruptions in the office.
4. Refusal to store items will result in immediate dismissal from the center and can have additional repercussions.
5. Staff members are required to examine glasses, comfort aids, religious headwear, and books, when applicable. They will not touch you or your belongings.
6. Scrap paper and pencils are provided for notes. If you need additional paper, raise your hand. The old paper will be taken away and the new paper distributed. At the end of the test, leave the provided materials on the desk (except used ear plugs).
7. Talking or interacting with other testers once in the testing room is prohibited. Disruptive behaviors will result in dismissal from the exam.
8. Attempts to bring restricted materials into the room or testing materials out of the room can result in score cancellation.
9. Restroom and water breaks are allowed at any time during the test. Candidates must bring their ID with them. Leaving the building is strictly prohibited.
10. In order to use needed accommodation, make sure to follow the registration with accommodation instructions. They will only appear on the testing software when approved by the testing company.
11. Parking instructions are available at the bottom of the Testing Center webpage. Please note that parking can be difficult, so prepare for time spent parking.
12. You may start your test early, so long as the center can accommodate you.
13. Late arrivals will only be accommodated for up to 15 minutes. After that time, you will not be allowed to test and will need to reschedule without refund.
14. Children cannot be left unattended in the library or center while you take an exam. Please make sure to schedule childcare in advance.