



TEXAS TECH UNIVERSITY

Academic Testing Services™

Revised May 2025

214 West Hall | Box 45002 | Lubbock, Texas 79409-5002 | T 806.742.3671 | www.depts.ttu.edu/testing

C L E P
College Level Examination Program
Computer Based Testing

For Sample Questions Visit:

<http://clep.collegeboard.org>

Guidelines and procedure information:

<http://www.depts.ttu.edu/officialpublications>

Scores Accepted at Texas Tech:

<http://www.depts.ttu.edu/testing/uce.php>

Steps for Setting up your CLEP:

1. Go to CLEP <http://clep.collegeboard.org> to set up an account and pay their **\$95 (non-refundable)** Exam Fee. (*Credit/ Debit Only*) You will receive a registration ticket. (Save this as a document)
2. Fill out page 2 of this application. You will need to print this page and scan it. (Save this as a document)
3. Make sure you have your Letter of Notification from your Dean or Advisor. (Save this as a document)

Payments for Texas Tech:

1. The Registration Fee is **\$49.00 (non-refundable)** to Texas Tech University.
A payment link will be sent to your email when all necessary documents have been received.
2. There is an additional charge of **\$30.00 (non-refundable)** to take the Essay exam for Analyzing and Interpreting Literature.
 - *You will only pay this fee if you qualify for the essay.
 - *Each essay will be scheduled following completion of the multiple-choice section if you earn the qualifying score for that exam.
 - *Results take a minimum of *one* week.

*Emailing Documents: Send the following documents (in pdf format) to testing@ttu.edu

- 1) CLEP Exam Registration Ticket (from College Board)
- 2) TTU CLEP Registration Form (2nd page of this document) completed and signed.
- 3) Letter of Notification from your Dean's Office-if you are a Senior (*unless you have already sent it to us*).
- 4) Take a screen shot of your government issued photo ID, containing both photo and signature, and send to us these documents.

***ATS will email the payment link to your email when we have received all the documentation.**

What to Bring to the Test:

You must show a **valid form of identification**. This must be a government issued photo ID that has both the candidate's photo AND signature. (Driver's License, Passport, or Military I.D.)

What *Not* to Bring to the Test:

If possible, please leave all belongings (other than your government issued I.D.) in your car or at home. We would like to minimize any direct interaction between students and their belongings. All you will be allowed in the exam room is your government issued photo I.D. We will supply pencil and scratch paper.

***Texas Tech Academic Testing Services does not take responsibility for loss, damage or liability of personal items brought into the testing center. Personal belongings such as electronics, sunglasses, caps, etc. are prohibited in the testing rooms. You are encouraged to leave those items at home or in your car. However, if you choose, you may leave personal items in the ATS backpack bins at your own risk. Items cannot be left in the ATS lobby. ***

TTU CLEP Registration Form

Name: _____ Date of Birth: _____
Last First Middle

E-Mail Address: _____ Last 4 of SS#: XXX-XX-

TTU students must use their Texas Tech Email Address

Phone #: (____) _____ - _____ Texas Tech R# _____

Letter:

- | | | |
|---|-----------|----------|
| 1. Have you taken this CLEP exam in the last 3 months? | _____ YES | _____ NO |
| 2. Are you currently enrolled in the course for which you are attempting credit? | _____ YES | _____ NO |
| 3. Have you taken the course previously? | _____ YES | _____ NO |
| 4. Were you in the class corresponding to this CLEP past the 12 th day of classes? | _____ YES | _____ NO |
| 5. Are you classified as a Senior (91+ hours)? | _____ YES | _____ NO |

Office Use Only

Seniors must notify their academic dean's office prior to attempting credit by examination and provide a Letter of Notification to Academic Testing Services upon registering for an exam.

**Sophomore English cannot be attempted until the student has earned 6 hrs. of First Year level English credit.*

**CLEP may not be used for grade replacement or attempted if the student has remained in the class past the 12th day of classes. A note of "DG" or any other letter listed on your transcript is considered a grade. The student must have a letter of approval from their Academic Dean to attempt CLEP for a course in which they are enrolled.*

**Students are responsible for knowing the policies set in the Texas Tech catalog regarding their specific degree program.*

Special Accommodations: Non-standard testing accommodation must be submitted in writing one week prior to scheduling your exam. The request must be supported by documentation from a professional who is licensed and certified to diagnose the disability. All requests are subject to approval.

_____ **Check here if you are requesting special accommodations.**

Below, please enter your pre-scheduled date and time set with Academic Testing.

Title of CLEP:

Test Date:

Test Time:

*****CLEP tests cannot be repeated within a 3-month period*****

Please read and initial the following statements:

1. _____ I have read and understand the above information in this 2-page packet. I will provide payment to Texas Tech University in the amount of \$49.00 when the online payment link is provided to me via email. I have paid College Board/CLEP in the amount of \$95.00 and received my CLEP Exam Registration Ticket. I will also provide a Letter of Notification from my Dean or Advisor along with the other documentation required. *** If I qualify to take the College Composition Modular Essay Exam or Analyzing and Interpreting Literature Essay exam, I will pay an additional \$30.00 (non-refundable) fee to Texas Tech.**
2. _____ I understand that score requirements for awarding CLEP credit vary and may require a score higher than the ACE score. I am aware that Texas Tech score requirements are listed at <http://www.depts.ttu.edu/testing/uce.php>

By signing below, I acknowledge that I am responsible for knowing and following the guidelines and policies concerning CLEP as outlined in this packet, in the Texas Tech University Catalog, and on the Academic Testing Services website.

Signature: _____

Date: _____