CLEP  
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/catalog/_AdmitCreditByExam.php

Scores Accepted at Texas Tech:  
http://www.depts.ttu.edu/testing/uce.php

Payments:  
1. The Exam Fee is **$85.00 (non-refundable)** to CLEP at https://clepportal.collegeboard.org/myaccount. **(Credit/Debit Only)** You will receive a voucher that you must bring with you at the time of testing.  
2. The Registration Fee is **$49.00 (non-refundable)** to Texas Tech University. **Credit Card, Money Order or Check Accepted for TTU payment. CASH WILL NOT BE ACCEPTED!**  
3. There is an additional charge of **$30.00 (non-refundable)** to take the Essay exam for College Composition Modular and Analyzing and Interpreting Literature. You will only pay this fee if you qualify for the essay.

*Testing Schedule:*

- **Monday - Friday**  
  - 2:00 p.m.

*You must report to the testing office 30 minutes prior to the testing time.*

*Schedule subject to change. CLEP will NOT be offered during Texas Tech Finals.*

If exam times conflict with your academic schedule, please consider testing between academic semesters. If a class schedule conflict occurs, provide us with your class schedule and we will try to accommodate you if possible. This does not apply to work schedules. However an individual “special session” time may be arranged for alternative days with an additional fee of $66.00.

Special requests or concerns may be submitted in writing to the Director with all appropriate documentation. Each request is reviewed by a committee and is subject to approval.

Bring to the Test:

1. You must show a **valid form of identification.** This must be a government issued photo ID that has both candidates photo AND signature. (Drivers license, Passport, or Military I.D.)  
2. Your **voucher** as proof of payment for the $85 CLEP fee paid at https://clepportal.collegeboard.org/myaccount.  
3. The **Registration Fee of $49.00** (non-refundable) to Texas Tech University (check, money order or credit card).

*Texas Tech Academic Testing Services does not take responsibility for loss, damage or liability of personal items brought into the testing center. Many 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 may not be left in the ATS lobby.*
**Academic Testing Services upon registering for an exam.**

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 Freshman 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.

**Special Accommodations:** Non-standard testing accommodations 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.

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**To pay for the CLEP, you will have to make 2 separate payments:**

1. **1st Payment - $85.00 (non-refundable)** Exam Fee to CLEP must be paid before coming in to test. You’ll go to [https://clepportal.collegeboard.org/myaccount](https://clepportal.collegeboard.org/myaccount) to register and pay. You will receive a voucher which you must bring to the testing session. (Credit/Debit Only)

2. **2nd Payment - $49.00 (non-refundable)** Registration Fee to Texas Tech University due at test time.

   **Credit Card, Money Order or Check Accepted at TTU.**

   **CASH WILL NOT BE ACCEPTED!**

   **$30.00 (non-refundable) fee for Freshman Level English or Sophomore Level English Essay, you will only pay this fee if you qualify for the essay**

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**Title of CLEP:** ________________  **Test Date:** ________________  **Test Time:** ________________

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***CLEP tests cannot be repeated within a 6-month period***

**Please read and initial the following statements:**

1. I have read and understand the above information. I will provide payment to Texas Tech University in the amount of $49.00 and will provide payment to CLEP in the amount of $85.00. *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](http://www.depts.ttu.edu/testing/uce.php)

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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:** ________________