

Testing Center- Kilgore Campus 1100 Broadway Kilgore, TX 75662 903-983-8215 phone testing@kilgore.edu email

Schedule and test fee is subject to change

Weekday	Test Day	Time	Registration Deadline
Monday	Jan. 25, 2010	10 am	Jan. 22, 2010
Monday	Feb. 8, 2010	1 pm	Feb. 4, 2010
Monday	Feb. 22, 2010	10 am	Feb. 18, 2010
Monday	Mar. 29, 2010	1pm	Mar 25, 2010
Monday	Apr. 12, 2010	1pm	Apr. 8, 2010
Monday	Apr. 26, 2010	10 am	Apr. 26, 2010
Monday	May 3, 2010	10 am	Apr. 29, 2010
Monday	Jun. 14, 2010	1 pm	Jun. 10, 2010
Monday	Jun. 28, 2010	10 am	Jun. 24, 2010

Registration Procedures:

- **BRING payment and registration form IN PERSON to the Testing Center when scheduling an appointment.**
- **Payment MUST be submitted to the Testing Center in one of two ways:**
 1. One money order made out to CLEP for \$72 and a second money order made out to Kilgore College for \$20 (include an additional \$10 money order when taking an optional essay made out to KC)
 2. Pay \$72 CLEP exam fee with a credit card and **bring** a \$20 money order (include an additional \$10 money order when taking an optional essay made out to KC)
 3. Fees paid to Kilgore College are non-refundable

Examinees should bring the following on test day:

- **TWO** forms of identification (one form must include a recent photo) Examples: driver's license, passport, college id card, employee badge, or social security card.

Testing Guidelines:

1. Two exams that do not include an essay may be taken in a single testing session.
2. Each exam is timed at 90 minutes. Add an additional 90 minutes for exams that include an optional essay.
3. Kilgore College accepts/grants credit for **subject examinations** only.
4. Candidates should refer to the current KC catalog for a list of courses for which credit will be granted.
5. Credit will not be awarded if the candidate has previously completed or is currently enrolled in the course for which credit is sought.
6. Candidates must accumulate a minimum of 15 hours at KC before any CLEP credit will be posted to a Kilgore College transcript.
7. Candidates will receive a copy of their scores at the end of the testing session with the exception of English Composition w/Essay
8. An additional \$25 fee is assessed for the posting of CLEP credit to a KC transcript. This fee should be paid directly to the Cashier's Office.
9. Walk-in testing is NOT allowed.
10. If you need accommodations for this exam, inform testing staff at time of registration and contact the Special Populations office.

This schedule is also available at www.kilgore.edu/testing.asp.

You may also visit www.collegeboard.com/clep for more information on CLEP exams.

KC CLEP Credit-Granting Policy

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- KC is an open CLEP testing center and offers all CLEP examinations each testing session
- KC **does not** accept scores for **general** examinations
- KC will grant credit for the **subject** examinations only
- KC does not recognize an age-limit for test results provided they are official
- KC requires a \$25 fee for the posting of CLEP credit to a student's transcript
- KC Testing Center limits students to taking two non-essay examinations per session

The following chart describes CLEP subject examinations for which a student may earn credit at KC

CLEP Subject Exam	Minimum Score	KC Course	Credit Hrs.
Financial Accounting	50	ACCT 2401	4
American Government	50	GOVT 2305	3
U.S History I or II	50	HIST 1301 or 1302	3
Biology, General	53	BIOL 1408	4
Business Law, Intro.	51	BUSI 2301	3
Calculus	50	MATH 2413	4
Chemistry	50	CHEM 1411	4
College Algebra	50	MATH 1314	3
Macroeconomics, Principles	50	ECON 2301	3
Microeconomics, Principles	50	ECON 2302	3
Freshman Comp. w/Essay	50	ENGL 1301	3
Spanish Language I	50	SPAN 1411	4
Spanish Language II	53	SPAN 1412	8
Human Growth & Dev	50	PSYC 2314	3
Info Systems & Comp Appl.	50	ITSC 1301	3
Management, Principles	50	BMGT 1303	3
Marketing, Principles	50	MRKG 1311	3
Pre-Calculus	50	MATH 2412	3
Psychology, Intro	50	PSYC 2301	3
Sociology, Intro	50	SOCI 1301	3
Western Civilization I	50	HIST 2311	3
Western Civilization II	50	HIST 2312	3

CLEP REGISTRATION FORM

Testing Center-Kilgore Campus 1100 Broadway Kilgore, TX 75662 Phone: 903.983.8215 email: testing@kilgore.edu

1. Name (Please Print)		2. Signature		Today's Date	
Last	First	MI			
3. Social Security No.			4. Birth Date	5. Daytime Telephone	
6. Street Address City, State, Zip					
7. First Choice Test Date (mm, dd, yy)		7. Second Choice Test Date (mm, dd, yy)		8. Testing Time :	
				<input type="checkbox"/> 10 A.M.	<input type="checkbox"/> 1 P.M.
9. Students with documented disabilities: Check here if you need testing accommodations. Be sure to contact the Special Populations Office to take the necessary arrangements before the test date. <input type="checkbox"/>					
10. Examinations for which you are registering:					
<input type="checkbox"/> Financial Accounting	<input type="checkbox"/> English Composition with Essay	<input type="checkbox"/> Marketing, Principles of			
<input type="checkbox"/> Algebra, College	<input type="checkbox"/> English Literature*	<input type="checkbox"/> Mathematics, College			
<input type="checkbox"/> American Government	<input type="checkbox"/> French Language	<input type="checkbox"/> Microeconomics, Principles of			
<input type="checkbox"/> American Literature*	<input type="checkbox"/> Freshman College Composition*	<input type="checkbox"/> Pre-calculus			
<input type="checkbox"/> Analyzing and Interpreting Literature*	<input type="checkbox"/> German Language	<input type="checkbox"/> Natural Sciences			
<input type="checkbox"/> Biology	<input type="checkbox"/> History of the United States I: Early Colonizations to 1877	<input type="checkbox"/> Psychology, Introductory			
<input type="checkbox"/> Business Law, Introductory	<input type="checkbox"/> History of the United States II: 1865 to the Present	<input type="checkbox"/> Social Sciences and History			
<input type="checkbox"/> Calculus	<input type="checkbox"/> Human Growth and Development	<input type="checkbox"/> Sociology, Introductory			
<input type="checkbox"/> Chemistry	<input type="checkbox"/> Humanities	<input type="checkbox"/> Spanish Language			
<input type="checkbox"/> Educational Psychology, Introduction to	<input type="checkbox"/> Information Systems and Computer Applications	<input type="checkbox"/> Western Civilization I: Ancient Near East to 1648			
<input type="checkbox"/> English Composition	<input type="checkbox"/> Macroeconomics, Principles of	<input type="checkbox"/> Western Civilization II: 1648 to the Present			
		<input type="checkbox"/> Management, Principles of			
<input type="checkbox"/> *Optional essay available-check with your school to see if the optional essay is required - \$10.00 optional essay fee payment is required.					
(optional essay only) Exam Title:					
13. Payment Options:					
<input type="checkbox"/> A \$72 <u>Money Order</u> Payment to CLEP and a \$20 <u>Money Order</u> Payment to Kilgore College					
OR					
<input type="checkbox"/> A \$72 <u>Credit Card</u> Payment to CLEP and a \$20 <u>Money Order</u> Payment to Kilgore College- YOU MUST BRING YOUR CREDIT CARD ON TEST DAY					
<input type="checkbox"/> A \$10 <u>Money Order</u> Payable to Kilgore College (optional essay-not necessary for English Comp w/essay)					
Note: KC proctoring fees should be paid by money order in the Testing Center even when CLEP exam fees are paid by credit card and are non-refundable. Candidates paying with credit cards MUST bring their card on test day to ensure proper payment. Separate money orders should be submitted when payment is made by money orders.					
Score Cancellation Policy					
I understand that cellular devices are STRICTLY prohibited in the testing center and that I must, upon arrival to test, turn off completely my cellular equipment. I further understand that if a cellular device in my possession sounds, vibrates or makes any distracting noise whatsoever, my test scores will be cancelled.					
Signature: _____			Date: _____		
You must register in person with payment and registration form in the Testing Center					