

# CLEP Testing Schedule

Testing Center- Kilgore Campus 1100 Broadway Kilgore, TX 75662 903-983-8215 phone [testing@kilgore.edu](mailto:testing@kilgore.edu) email

**Schedule and test fees are subject to change**

## Payment & Registration:

- BRING to the Testing Center the completed CLEP registration form, a money order made out to CLEP for \$77 a \$30 receipt from the Kilgore College cashier's office (In-person registration **ONLY**)

**OR**

- \*\*FAX Option:** \$77 **Credit Card** Payment on test day to CLEP **and** a \$30 payment to Kilgore College cashier's office **\*\*When faxing the registration form, you must first pay your fee in the Cashier's Office by calling (903)983-8108. Then fax the**

Weekday	Test Day	Time	Registration Deadline
Monday	Jan. 23, 2012	10 am	Jan. 19, 2012
Monday	Feb. 6, 2012	1 pm	Feb. 2, 2012
Monday	Feb. 20, 2012	10 am	Feb. 16, 2012
Monday	Mar. 19, 2012	10 am	Mar 8, 2012
Monday	Apr. 2, 2012	1 pm	Mar. 29, 2012
Monday	Apr. 23, 2012	10 am	Apr. 19, 2012
Monday	May 21, 2012	1 pm	May 17, 2012
Monday	Jun. 4, 2012	10 am	May 31, 2012
Monday	Jun. 18, 2012	1 pm	Jun. 14, 2012

registration form **with your receipt number on it** to the Testing Center at (903)988-3707. **YOU WILL BE REQUIRED TO PROVIDE A RECEIPT FOR YOUR TRANSACTION ON TEST DAY. Candidates without a Cashier's receipt WILL NOT be allowed to test upon arrival. PAYMENT OF TEST FEE DOES NOT CONFIRM REGISTRATION.** Once your registration and payment information is received, we will call to confirm or reschedule (if desired date is not available) your registration.

- You will need to pay an additional \$10 if you take an optional essay for English exams **excluding** College Composition Modular\*

## Examinees should bring the following on test day:

**TWO** forms of ID: **acceptable forms of primary ID include:** current driver's license, current state of federal ID card, current passport, tribal ID card, naturalization card or certificate of citizenship. **Acceptable forms of secondary ID include:** current employment ID, current student ID, social security card, military ID, common access card, unused ID from the primary choices above.

## Testing Guidelines:

- Two exams that do not include an essay may be taken in a single testing session.
- Each exam is timed at 90 minutes. Add an additional 70 minutes for exams that include an optional essay.
- Kilgore College accepts/grants credit for **specific exams**. Candidates should refer to the current KC catalog for a list of courses for which credit will be granted.
- Credit will not be awarded if the candidate has previously completed or is currently enrolled in the course for which credit is sought.
- Candidates must accumulate a minimum of 15 hours at KC before any CLEP credit will be posted to a Kilgore College transcript.
- Candidates will receive a copy of their scores at the end of the testing session with the exception of College Composition. This exam is scored directly through CLEP therefore; scores will be mailed to the candidate.
- 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.
- Walk-in testing is NOT allowed.
- Candidates requesting accommodations for a CLEP exam must inform testing staff at time of registration.
- Candidates must wait at least **six months** to retest or have a letter requesting a waiver of this policy on school letterhead signed by a college official (dean, chairperson or academic advisor).

This schedule is also available at [www.kilgore.edu/testing.asp](http://www.kilgore.edu/testing.asp). You may also visit [www.collegeboard.com/clep](http://www.collegeboard.com/clep) for more information on CLEP exams.

*Kilgore College seeks to provide equal educational and employment opportunities without regard to race, color, religion, national origin, sex, age, disability, marital status or veteran status.*

Revised 11/11

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

- KC is an open CLEP testing center and offers all CLEP examinations each testing session
- KC will grant credit for the **subject** examinations only
- Candidates must accumulate a minimum of 15 hours at KC before any CLEP credit will be posted to a Kilgore College transcript.
- KC does not recognize an age-limit for test results provided they are official
- KC does not issue a letter grade candidates will receive a “CR” on their transcript
- KC requires an additional \$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

<b>CLEP Subject Exam</b>	<b>Minimum Score</b>	<b>KC Course</b>	<b>Credit Hrs.</b>
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
College Composition Modular*	50	ENGL 1301	3
Spanish Language	50	SPAN 1411	4
	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](mailto:testing@kilgore.edu)

<b>1. Name (Please Print)</b>		<b>2. Hair Color and Eye Color</b>	<b>Receipt Number</b>
Last	First MI		
<b>3. Email Address</b>		<b>4. Birth Date</b>	<b>5. Daytime Telephone</b>
<b>6. Street Address</b>		<b>City, State, Zip</b>	
<b>7. Test Date (mm, dd, yy)</b>		<b>7. Institution to Receive CLEP credit</b>	
<b>9. Students with documented disabilities:</b> <input type="checkbox"/> Check if you need testing accommodations. Be sure to contact the KC Special Populations Office to take the necessary arrangements before the test date.			

**10. Examinations for which you are registering:**

<input type="checkbox"/> American Literature*	<input type="checkbox"/> Principles of Microeconomics
<input type="checkbox"/> Analyzing and Interpreting Literature*	<input type="checkbox"/> Social Sciences and History
<input type="checkbox"/> College Composition	<input type="checkbox"/> Western Civilization I: Ancient Near East to 1648
<input type="checkbox"/> College Composition Modular*	<input type="checkbox"/> Western Civilization II: 1648 to the Present
<input type="checkbox"/> English Literature*	<input type="checkbox"/> Biology
<input type="checkbox"/> Humanities	<input type="checkbox"/> Calculus
<input type="checkbox"/> French Language	<input type="checkbox"/> Chemistry
<input type="checkbox"/> German Language	<input type="checkbox"/> College Algebra
<input type="checkbox"/> Spanish Language	<input type="checkbox"/> College Mathematics
<input type="checkbox"/> American Government	<input type="checkbox"/> Natural Sciences
<input type="checkbox"/> History of the US I: Early Colonization to 1877	<input type="checkbox"/> Precalculus
<input type="checkbox"/> History of the US II: 1865 to the Present	<input type="checkbox"/> Financial Accounting
<input type="checkbox"/> Human Growth and Development	<input type="checkbox"/> Information Systems and Computer Applications
<input type="checkbox"/> Introduction to Educational Psychology	<input type="checkbox"/> Introductory Business Law
<input type="checkbox"/> Introductory Psychology	<input type="checkbox"/> Principles of Management
<input type="checkbox"/> Introductory Sociology	<input type="checkbox"/> Principles of Marketing
<input type="checkbox"/> Principles of Macroeconomics	

\*Optional essay available. Candidates should check with the receiving institution to determine if the essay is required.

**Payment and Registration Options: You must choose option A or B**

A.  \$77 **Money Order** Payment to CLEP and a \$30 payment to Kilgore College cashier's office (In-person registration **ONLY**)

B.  \*\* \$77 **Credit Card** Payment to CLEP and a \$30 payment to Kilgore College cashier's office- **YOU MUST BRING YOUR CREDIT CARD ON TEST DAY** (Visa, MasterCard, Discover, American Express and JCB accepted)

**\*\*When faxing this form, you must first pay your fee in the Cashier's Office by calling (903)983-8108. Then fax this form with your receipt number on it to the Testing Center at (903)988-3707. YOU WILL BE REQUIRED TO PROVIDE A RECEIPT FOR YOUR TRANSACTION ON TEST DAY. Candidates without a Cashier's receipt **WILL NOT** be allowed to test upon arrival. **PAYMENT OF TEST FEE DOES NOT CONFIRM REGISTRATION.** Once your registration and payment information is received, we will call to confirm or reschedule (if desired date is not available) your registration.**

An additional \$10 payment is required for candidates taking College Composition Modular\*, Analyzing and Interpreting Lit., American Lit or the English Lit.

**Note:** The fee for each exam is \$77. Do not combine fees for multiple tests even if they are to be taken on the same day.

**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 my test scores **will be cancelled** and I will be promptly dismissed from testing center for failure to abide by this policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_