

CLEP Exam Acknowledgments

Specific Exam Related Acknowledgments:

- I understand that it is my responsibility to contact my college or university of choice for a listing of equivalent courses and minimum passing scores for credit.
- I acknowledge prior to making a testing appointment at the Chattahoochee Tech Testing Center, I must visit the [CLEP](#) website, set up My Account, register, and pay for my exam fee.
- I understand I must then [Register](#) for my test date and pay the test administration fee to the Chattahoochee Tech Testing Center.
- I understand that I must bring my CLEP Exam Registration Ticket on test day to the Testing Center AND a current government issued photo ID (i.e., driver's license, state issued photo ID, passport). My valid ID must be an original (no photocopies), include my full name (exactly as it appears on my CLEP Exam Registration Ticket), include my photo and signature.
- I acknowledge, on CLEP exam day, I am not allowed to bring a personal calculator into the Testing Center.
- I understand the following items are prohibited in the Testing Center lab: any device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content. Any other unauthorized testing aids. Calculators (a calculator function is built into the software for some exams). Candidate-provided keyboards. Cellular phones/pagers, smartphones, beepers, walkie-talkies, PDAs, or wireless communication devices (e.g., Android™, iPad®). Dictionaries, books, pamphlets, or reference materials. Digital cameras. Digital watches (wrist or pocket), alarm watches, or wristwatch cameras. Flash/thumb drives or any other portable electronic devices. Food, beverages, or tobacco products. Hats (unless worn as a religious requirement). Hooded sweatshirts or sweaters. Listening devices such as radios, media players with headphones, or recorders. Mechanical pencils or any type of pen or highlighter. Nonmedical electronic devices. Papers of any kind (scratch paper will be provided by the test center administrator). Slide rules, protractors, compasses, or rulers. Any weapons, firearms, or other items prohibited by law or test center/campus safety and security policies.
- I acknowledge if a CLEP test center administrator finds that there's misconduct in connection with my CLEP exam, I will be dismissed from the testing room, and the program will decline to score the exam or will cancel the score. For a full list of testing procedures and testing misconduct policy, visit the [CLEP](#) website for more details.
- I understand if I wish to send scores to a college, employer, or certifying agency, I can request the scores to be sent to a score recipient through the My Account registration portal (clepportal.collegeboard.org/myaccount). Prior to sending a transcript to my institution, I understand I will verify the institution's CLEP credit granting policy. The score send service is free of charge only if I select my score recipient when I register. A fee will be charged for each transcript ordered at a later date. I can order official transcripts through the My Account portal.
- I understand I will receive a copy of my exam score immediately after I finish the exam unless I have taken College Composition or Spanish with Writing. In the case of those exams, email notifications will be sent once the scores are available online. Scores for College Composition and Spanish with Writing will typically be available online approximately 2–3 weeks after the exam. Scores for most exams will also be available online in the CLEP My Account portal one business day after I test.
- I understand I may not repeat an exam of the same title within three months of the initial testing date. If I retake an exam within the three-month period, my administration will be considered invalid, my score will be canceled, and any test fees will be forfeited.