

## **College Level Examination Program Information™ (CLEP™)**

Lamar Institute of Technology welcomes a variety of students, many of whom bring an established knowledge base with them to the campus. To recognize such knowledge and assist students with matriculation, Lamar Institute of Technology awards credit on the basis of the **Subject Examinations of the College Level Examination Program™ (CLEP™)**. CLEP™ allows students to gain college credit and shorten the time it takes to earn a degree.

### **General Information**

A student may receive up to 25% credit of their Lamar Institute of Technology degree plan by CLEP™ and Credit by Exam. Except for satisfying the course work-in-residence and the state mandated American History and the American Government requirements, credit earned by examination is equivalent to credit earned by taking the course. Credit will be awarded only when the student is enrolled at Lamar Institute of Technology at the time of the examination. It is the student's responsibility to request CLEP™ credit placed on his/her records. A student may not receive CLEP™ credit for any classes that he/she has a grade or will receive a grade. If currently enrolled, you must complete exam and drop class before official drop date.

At this time, Lamar Institute of Technology recognizes the ACE recommended scores as the criteria for granting credit. LIT reserves the right to change these required scores or any policy at any time. Any changes made will supersede any other policy.

CLEP™ is accepted at over 2,900 college and universities within the United States. We welcome examinees attending any institution and offer all CLEP™ tests available. The table below does not constitute all of the CLEP™ exams given. You should check with your home institution or advisor to verify what CLEP™ exams are accepted and the minimum passing score they require, as these may vary by institution. CLEP™ scores do not automatically transfer, even if on a college transcript. Each school may have their own criteria.

### **CLEP™ Credit Granted by Lamar Institute of Technology**

<b>Subject Examination</b>	<b>Score Required for credit</b>	<b>Credit Hours</b>	<b>LIT Courses</b>
American Government	50	3	GOVT 2305
History of the United States I: Early Colonization to 1877	50	3	HIST 1301
Introductory Psychology	50	3	PSYC 2301
Introductory Sociology	50	3	SOCI 1301
Humanities	50	3	HUMA 1315
American Literature*	50*	3	ENGL 2326
English (British) Literature*	50*	3	ENGL 2321
College Composition Modular*	50*	3	ENGL 1301
College Algebra	50	3	MATH 1314
College Mathematics	50	3	MATH 1332
Principles of Macroeconomics	50	3	ECON 2301
Principles of Microeconomics	50	3	ECON 2302
Information Systems	50	3	COSC 1301

## Policy for the Evaluation of the Essay Component for Composition and Literature Exams\*

Lamar Institute of Technology requires a written CLEP™ Exam Essay for the Composition and Literature exams. To qualify to take the Essay portion, you must meet the minimum required score (50) for the multiple choice part of the exam. The essay typically takes three to four weeks to be returned from scoring. Plan test taking dates accordingly.

English faculty members of LIT will evaluate the essay portion of the CLEP™ examination. The essay may be judged deserving of no college credit, or of three hours credit. The essays are judged by the following holistic criteria:

1. **CONTENT:** Do the essays contain sufficient relevant intellectual content? Are generalizations concretely supported?
2. **RELEVANCE:** Do the essays respond to the actual topics assigned?
3. **ORGANIZATION:** Are the thoughts communicated in reasonable order, particularly as evidenced by paragraph organization?
4. **USAGE:** Are the essays largely free of problems in Standard English usage, particularly problems such as sentence fragments, run-on sentences, mixed or incomplete constructions, subject-verb disagreements, tense shifts and general misuse of standard mechanics?

### How to Register for the CLEP™ Test

- Go to [www.collegeboard.com/CLEP](http://www.collegeboard.com/CLEP) to read the descriptions of the exams offered, decide which exams to take, order study material, and review the CLEP™ online tutorial. CLEP™ offers 33 exams in five subject areas.

- There are three steps to register for any CLEP™ exam. Each step must be completed prior to your test day.

1. Complete registration with CLEP™ and remit exam fee (\$85) prior to appointment through the My Account registration portal at <https://CLEPportal.collegeboard.org/myaccount>. A voucher/admission ticket will be generated, which must be presented upon check-in on test day. This must be completed prior to arriving at the Testing Center. Vouchers/admission tickets are valid for six months. An expiration date will be printed on your voucher/admission ticket provided by CLEP™. Possession of a voucher/admission ticket does not ensure seating for a test as a walk-in. You must make an appointment with the Testing Center. Fees are subject to change. Veterans may claim reimbursement for these fees under provisions of the Veterans' Benefits Improvement Act of 2004. For more information on eligibility and submitting a claim, please visit the following web site:  
[www.gibill.va.gov/resources/education\\_resources/programs/national\\_testing\\_program.html](http://www.gibill.va.gov/resources/education_resources/programs/national_testing_program.html).

2. A **\$20 non-refundable service fee** must be paid to Lamar Institute of Technology for each exam taken. **Exams requiring an essay will cost an additional \$80.** This \$80 fee will be collected once you have taken the multiple choice part and passed. Fees must be paid at the Lamar Institute of Technology Cashier's Office on the first floor of the Cecil Beeson Building. Fees are subject to change.

3. Once fees are paid, visit the Testing Center to schedule an appointment for testing. Proof of payment is needed to make an appointment. The Testing Center is located in Room 112 in the Learning Lab located in the TC Building. Please give us at least a 24 hour notice to prepare for the exam. You must present your CLEP™ voucher/admission ticket in order to test. You may contact the Testing Center at 409-839-2027 or [testingcenter@lit.edu](mailto:testingcenter@lit.edu). If you wish to reschedule, you must contact our offices within 24 hours of your scheduled exam. If you do not appear for your exam, you will forfeit your \$20 fee.

- Scores from exams are sent electronically to CLEP™. In very rare cases, errors in transmission may occur that may result in a retest. Lamar Institute of Technology is not liable for any electronic

errors of this nature. Upon verification of this occurrence, Lamar Institute of Technology will waive the \$20 service fee if a retest becomes necessary. The examinee must contact CLEP™ regarding the CLEP™ fee.

- Official CLEP Study Guides are available online at: <https://clep.collegeboard.org/study-resources>. These may also be available at local bookstores. There are several unofficial study guides available via online searches. Varsity Tutors offers an online study guide at: <http://www.varsitytutors.com/practice-tests>.
- You will be provided with everything you need to take the exam. All prohibited items must be locked in provided lockers or not brought into the Testing Center. Prohibited items include, but are not limited to: bags, backpacks, purses, wallets, outerwear, calculators, any listening, communicating, transmitting, receiving, recording, photographing, copying devices, any nonmedical electronic devices, food, beverages or tobacco products of any kind, hats, head covering (unless religious in nature), watches, dictionaries, books, pamphlets, flash drives, SD cards, keyboards, reference materials, papers of any kind, slide rules, protractors, pens and pencils, any weapons, noisy items which may be distracting, or any other unauthorized testing aids.
- Children and visitors are not permitted in the testing area.
- All areas of misconduct will be reported to appropriate personnel and may result in the loss of test scores and testing fees.
- CLEP™ tests may not be retaken within a six-month period.
- The Testing Center's telephone number for Lamar Institute of Technology is 409-839-2027.
- CLEP™ exams are 90 minutes long, with the exception of those requiring an essay and are administered via computer. The essays are 70-90 minutes long. Score reports are received immediately following completion of the exam, with the exception of those requiring essays.
- Accommodations for candidates with disabilities should be arranged with the Coordinator of Special Population in the Cecil Beeson Building, Room 116B or call 409-880-1737 or TTY 409-839-2001. This needs to be done well in advance to ensure accommodations can be met by the Testing Center.
- Each CLEP test taker must present one form of valid and acceptable identification. The identification should be checked by a Test Center Administrator during the check-in process and may be rechecked at any time during an exam administration by test center staff.
- The test taker's identification must:
  - Be government-issued
  - Be an original document — photocopied documents are not acceptable
  - Be valid and current — expired documents (bearing expiration dates that have passed) are not acceptable, no matter how recently they may have expired
  - Bear the test-taker's full name, in English language characters, exactly as it appears on the Registration Ticket, including the order of the names
  - Middle initials are optional and only need to match the first letter of the middle name when present on both the ticket and the identification.
  - Bear a recent recognizable photograph that clearly matches the test-taker
  - Include the test-taker's signature
  - Be in good condition, with clearly legible text and a clearly visible photograph
- Acceptable forms of identification include:
  - Driver's license with name, photograph, and signature
    - Government-issued passport with name, photograph, and signature

- State or Province ID issued by the motor vehicle agency with name, photograph, and signature
- Military ID with name, photograph, and signature
- National ID with name, photograph, and signature
- Tribal ID card with name, photograph, and signature
- A naturalization card or certificate of citizenship with name, photograph, and signature
- A Permanent Resident Card (Green Card) with name, photograph, and signature
- If the student is a **minor** and unable to provide a primary government-issued ID, then the **College Board Student ID Form** must be used for identification purposes. This form must include a recognizable photograph, and the school or notary seal must overlap the photo. The student must sign the ID form in the presence of the designated school official or notary. The student must also sign the ID form again at the test center in the presence of a Test Center Administrator. This form is only valid at test centers located in the United States. The ID form must be dated and is valid for only one year.

If you have questions about the ID policy, contact CLEP™ Services at 1-800-257-9558, 1-609-771-7865, or [CLEP™@info.collegeboard.org](mailto:CLEP™@info.collegeboard.org).

## **Testing Center**

Lamar Institute of Technology  
855 East Lavaca St.  
Building TC, Room 112-Learning Lab  
Beaumont, TX 77710  
409-839-2027  
07/20/2017