

# *University of Indianapolis*

## CLEP and DSST Testing Information

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We are a national testing center for CLEP and DSST exams. This means that we will proctor your exam whether or not you are a University of Indianapolis student, and you may send the score report to any college or university of your choice. All exams are administered on computer in a private, proctored testing room.

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1. **TESTING TIMES:** Online CLEP or DSST exams are administered weekdays in Esch Hall 103M on a **WALK-IN BASIS, Mon-Thu, starting any time between 11 AM and 5 PM (10-2:30 on Fridays)**. See #3 below. You may also register in advance for a specific test time. There is no testing on Saturday or Sunday. **Two forms of ID required**, such as driver's license, student ID card, employee ID card, military ID (required for fee waiver), social security card, U.S. passport, etc. Credit cards cannot be used for ID.
2. **REGISTRATION FEE:** \$12.00 payable to the University of Indianapolis by **cash or check ONLY**. All registrants pay this fee, including military examinees.
3. **PROCTOR AVAILABILITY:** A day-by-day calendar of when the proctor is available is posted on the School for Adult Learning Web site at this address: <http://sal.uindy.edu/testdates.php>. The proctor is out of the office sometimes for meetings, vacation days, teaching assignments, etc., so **call the front desk at 317-788-3393 before you come** to make sure the proctor is available, or e-mail the UIndy Testing Administrator at: [sal@uindy.edu](mailto:sal@uindy.edu).
4. **TESTING FEE: Payable on the day of the test before testing begins:**
  - **DSST: \$70.00 per exam.** UIndy accepts only **credit card payments** for the testing fee (VISA, MasterCard or American Express only). No fee for active duty military and reservists.
  - **CLEP: \$70.00 per exam.** UIndy accepts only **credit card payments** for the testing fee (VISA, MasterCard or American Express only). No fee for active duty military and reservists.

**For general testing information (including Excelsior College Exams):**

<http://sal.uindy.edu/testing.php>

**Complete list of tests and what courses they count for at UIndy:**

<http://sal.uindy.edu/testlist.php>

**Study Guides:**

**DSST:** [http://www.getcollegecredit.com/04learners\\_a.html#factsheets](http://www.getcollegecredit.com/04learners_a.html#factsheets). (there is an underscore after the word "learners" in the Web address). Look for **Fact Sheets**. Free download.

**CLEP:** *The Official CLEP Study Guide* covers all CLEP exams and is available on the CLEP Web site at: <http://www.collegeboard.com/clep>. Or you can download Individual Subject Study Guides from the CLEP Web site at: <http://www.collegeboard.com/student/testing/clep/about.html>.

We have six private testing rooms assigned on a first-come, first-served basis. Questions? Call 317-788-3393 or e-mail: [sal@uindy.edu](mailto:sal@uindy.edu).

**Payment in full (both registration and testing fees) required on the day of test before testing begins.  
No payment? No exam! No exceptions.**

Last update: July 9, 2008.

**NOTE:** If you write a bad check, the University of Indianapolis will not award credit regardless of your score on any CLEP or DSST exam, and subsequently we will accept only cash for the registration fee. If any information on this sheet is outdated, current policy will prevail.