

## **CLEP TEST CHECK-IN POLICIES**

*Admission to the test center does not assure that the ID you provided is valid or that your scores will be reported. All reported cases of questionable ID are subject to review. If it is discovered after your test administration that you used a false or invalid identification, your test scores will be canceled, and you will forfeit your registration and test fees. The colleges and programs you have designated to receive your score reports (along with the school or institution you currently attend) will be notified and may be told why your scores were canceled. Law enforcement authorities may also be notified when fraud is suspected*

### **Arrive on time.**

- Plan to arrive in advance of your exam appointment time. You may not be admitted if you report after your scheduled testing time.
- Make sure you bring your registration form if you have not previously turned it in.

### **Required Registration Documents**

- You must also bring two forms of identification.
- The primary form must be a valid and government-issued identification document(s), with a signature and photograph that matches the name you specified when you registered to test.
- The ID document must be an original document; photocopied documents are not acceptable.
- Acceptable forms of ID include:
  - a current passport,
  - a current state-issued driver's license,
  - a current state-issued ID card,
  - tribal ID,
  - naturalization card or certificate of citizenship.

## **HOME-SCHOOLERS,**

If you do not have the required government-issued ID, please complete a Student ID Form, which is valid for one year

(<http://clep.collegeboard.org/exam-day-info>).

- The form must be accompanied by a recognizable photo, with a school or notary seal overlapping the photo.
- The form must be signed in front of a school official or notary.
- This form must be signed in the presence of testing staff when used for subsequent testing administrations.

**IF YOU FAIL TO PRESENT APPROPRIATE ID,  
YOU WILL NOT BE TESTED.**

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## **Prohibited Items**

- 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, smart-phones, beepers, walkie-talkies, PDAs or wireless communication devices (e.g., BlackBerry, 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)
- Hoodies
- 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

## **Please Note**

- Bring a non-mechanical pencil.
- Scratch paper will be provided by the test center.
- Exam rest breaks are not scheduled

## **DANTES**

All DANTES - funded military candidates must present a current military ID.

The secondary ID must have either a photo OR a signature.

However, you may be required to provide a secondary ID with BOTH a photo and signature if the test administrator questions your primary ID document and/or if your primary ID document is otherwise acceptable but does not bear your full name, photograph or signature.

Secondary ID documents may not be used to resolve last name match the name on your registration.

**These requirements come directly from The College Board  
CLEP Information Bulletin**