

UVICELL ST. THOMAS CLEP ANNOUNCEMENT

SCHEDULE FOR SPRING 2016

CLEP (*College Level Examination Program*) examinations are offered in over 33 subject areas and cover material generally taught in introductory college level courses. Students take CLEP exams to demonstrate their competency in a particular subject area in order to bypass a course.

CLEP exams are computer based, consisting mainly of multiple choice questions. Scores are generated and provided at the completion of each exam except for those with essays. CLEP exams are provided to anyone.

How to schedule a CLEP Exam:

1. Go to <https://clep.collegeboard.org/register/exam> and create an account to register for the exam. One CLEP exam costs \$80 and is purchased online with credit card. After selecting an exam and paying online, you will receive a payment receipt and a Ticket ID. Print and bring the CLEP Ticket ID with you on the day of your exam.

2. Contact the St. Thomas UVICELL Center to schedule an appointment and request a CLEP Registration Form Monday - Friday between 8:30 am and 4:30 pm at (340) 693-1100, (340) 693-1106, visit the St. Thomas UVICELL Center Building or email cell@uvi.edu.

3. A NON REFUNDABLE administration fee of \$30 per exam must be paid to the UVICELL Center. Payment can be made directly at UVICELL or the UVI Cashier. **NOTE:** If payment is made at the UVI Cashier, submit a copy of the receipt to UVICELL by the corresponding deadline below.

4 Once payment and the completed CLEP Registration form has been submitted to UVICELL, you will receive an email confirming your exam date and time.

IMPORTANT: Prior to your exam, review important Exam Day Info at <https://clep.collegeboard.org/exam-day-info>. Pay CLOSE attention to the ID requirements and items required on exam day.

EXAM SCHEDULE		
EXAM DATE	EXAM TIMES	REGISTRATION & PAYMENT DEADLINE
Wednesday, February 24, 2016	9:30am or 1:30pm	Friday, February 19, 2016
Wednesday, March 30, 2016	9:30am or 1:30pm	Thursday, March 24, 2016
Wednesday, April 20, 2016	9:30am or 1:30pm	Friday, April 15, 2016
Wednesday, May 4, 2016	9:30am or 1:30pm	Thursday, April 28, 2016

LATE REGISTRATION: Students registering after the deadline, if seats are available, are required to pay a \$10 late registration fee in addition to the \$30 administration fee. **NO SAME DAY WALK-INS ALLOWED.**

Exams begin promptly at 9:30 am & 1:30 pm. Testers should arrive at least 30 minutes prior to exam time. **LATE ARRIVALS WILL NOT BE ALLOWED TO SIT FOR THEIR EXAM.**

RETEST POLICY: Effective October 17, 2014, testers will have to wait three (3) months before retaking the CLEP exam. If a tester tests within the three (3) month period, administration will consider their scores invalid, scores will be canceled and any test fees will be forfeited.

For a list of subject areas offered, call the Registrar's Office at (340) 693-1160 or email registrar@uvi.edu.

For more information regarding scheduling the CLEP exam, call the UVICELL Center at (340) 693-1100, (340) 693-1106 or email cell@uvi.edu.

