



ESTABLISHED 1794

DSST/CLEP 2011 Testing Packet for Knoxville & Morristown

TESTING POLICIES:

1. Approval requests must be made at least 5 working days in advance of the date you plan to test, whether you will test at Tusculum or another institution. All students should contact Bobbie Clarkston at bclarkston@tusculum.edu. In the subject line of the email, write "Testing Approval" and include the test(s) that you wish to take in the body of the email.
2. Payment for testing can be made at the time of testing. Payment for test registration must be made at the time you schedule your exam.
3. All new and returning students that enrolled after August 1, 2009 may receive a maximum of 18 hours of proficiency credit (DSST, CLEP, etc.). All other students may receive up to 30 hours.
4. Allow 1 ½ hours per test for CLEP. Allow 2 hours per test for CLEP. **You may only take one test per two hour testing slot.**
6. It can take up to 8 weeks from the date of taking the exam to receive your official scores. The college will send you an "Official Scores Received" e-mail when the scores come in.
7. If you are enrolled, or plan to enroll, for a course that could possibly duplicate an approved exam, please contact Nancy Thompson immediately for another file review.
8. Because of the multiple ways you have for earning additional core/elective hours, **approvals for exams are only valid for 60 days.**
9. A student must wait **180 days (six months)** before retaking a DSST or CLEP exam that was not passed.

3 STEPS TO TAKING AN EXAM:

STEP 1: Get Approval

All Tusculum students should contact Bobbie Clarkston at bclarkston@tusculum.edu. In the subject line of the email, write "Testing Approval" and include the test that you wish to take in the body of the email. **You must send your request from a TC email account.**

STEP 2: Schedule your exam

Go to www.tctutoring.com and click on the link for "Testing Services." You can schedule your testing time through our online scheduling system.

STEP 3: Pay at your testing time

Total payment for each DSST exam is \$105, CLEP exam is \$102 each, (this includes the \$25 fee that you pay when scheduling your appointment). Please see "Payment Information" below for detailed payment procedures.

PAYMENT INFORMATION:

1. Tusculum College charges an administration fee of \$25 for each DSST or CLEP exam administered. Administration fees are paid directly to Tusculum College through our online appointment system at the time you schedule your appointment. The \$25 administrative fee is non-refundable and non-transferable.
2. The charge for each CLEP exam is \$77 which is payable by credit/debit card (**Visa, MC, AMEX, or Discover**). **(Total CLEP testing fee, including administration fee, is \$102.)**
3. Payment of \$80 for DSST (internet-based testing) must be made at time of testing by credit/debit card **ONLY (Visa, MC or AMEX)**. Your credit card will be verified by your address. You must supply the billing address where your credit card statements are received or the transaction may be declined. **(Total DSST fee, including administration fee is \$105.)**

ON THE DAY OF THE EXAM:

1. Arrive on time.
2. You **MUST** have your Tusculum College ID with you if you are a current student.
3. Do not bring hats, books, an alarm watch that beeps, a calculator that beeps, a cell phone, pager, or any other electronic devices into the testing room.
4. Lockers will be provided for your use during testing at the Knoxville Center.
5. No food is allowed during testing due to the distractions it causes other exam takers.
6. A pen and official scratch paper will be provided for you during testing.
7. Please limit the number of times you leave the testing center.

PREPARING FOR A DSST / CLEP EXAM:

DSST:

Study courses for 24 different DSST exams are available from www.istudysmart.com. Prices vary and start at \$149.

For each DSST exam, there is a **FACT SHEET** that outlines the topics covered by each exam and includes a list of sample questions and recommended book references. You can download **FACT SHEETS** from www.getcollegecredit.com by clicking on the Student & Adult Learner box and following the link to Test Pre Materials: Fact Sheets. Individual Fact Sheets can be printed using Adobe Reader.

Official DSST Test Preparation Guides are available at the Tusculum College Bookstore and offer sample exam questions and an overview of material in the following accepted subject areas: Business Math, Ethics in America, Financial Accounting, Introduction to Business, Personal Finance, and Principles of Supervision.

Online Practice Tests containing 20-25 sample questions are available at www.getcollegecredit.com on the following subjects: Principles of Supervision, Introduction to Business, Personal Finance, Introduction to Computing, Money and Banking, Criminal Justice, Introduction to Law Enforcement, Lifespan Developmental, Fundamentals of Counseling, Drug and Alcohol Abuse, Here's to your Health, Introduction to World Religions, Environment and Humanity, and Technical Writing. Price for each exam varies. There are 2 versions of each exam containing 50 multiple choice questions. A purchase entitles you to take one version of the practice exam two times.

Tusculum does **not** accept credit for the following DSST exams: Principles of Finance, Human Resource Management, Organizational Behavior, and Business Law II.

CLEP:

Visit the online store at www.collegeboard.com/clep to download Individual Subject Study Guides. For \$10 each, you'll get an outline of the test, sample questions, and tips for preparing to take the exam.

Each CLEP exam is 90 minutes long, and except for English Composition with Essay, is made up primarily of multiple-choice questions, however, some exams do have fill-ins.

Exam descriptions can be found at www.collegeboard.com/student/testing/clep/exams.html and includes specific information on knowledge and skills required and study resources.

Official CLEP Study Guides are available at the Tusculum Bookstore and contain sample questions for ALL 35 CLEP exams.

What Your CLEP Score Means: In order to reach the total score that you see on your score report, two calculations were performed. First, your "raw score" was calculated based on the number of questions you answered correctly. Second, your "raw score" was converted to a "scaled score" that ranges from 20 to 80. The final score is the score that appears on your score report.

ADDITIONAL STUDY GUIDES:

Additional study guides for DSST and CLEP exams can be found at:

www.passbooks.com, www.passyourclass.com, and www.instantcert.com

DSST exams are offered at both the Knoxville Center and the Morristown Center. CLEP exams are only offered at the Knoxville Center.

Go to www.tctutoring.com and follow the link titled “Testing Services”

Directions to the Knoxville Center:

The Knoxville Regional Center is located on the west side of Knoxville at 1305 Centerpoint Boulevard, near the intersection of Lovell Road and Pellissippi Parkway. Take I-40 to Exit 376A for Interstate 162 (Pellissippi Parkway), going toward Oak Ridge. Take the second exit onto Lovell Road – look for the Tusculum College sign. At the end of the exit ramp, take a right going toward Lovell Road. At Lovell Road next to the Burger King, take another right, making a complete circle under Pellissippi Parkway. Take the first right into Centerpoint Business Park. Tusculum College is the first building on the right. Testing will take place in the Upstairs Computer Lab, Room 208.

Directions to the Morristown Center:

Take I-81 South to Exit 12 and turn right onto Highway 160 North. Go 3.7 miles to the South Cumberland Street exit (Highway 343). Yield right onto HWAY 343 North and go to the 4th traffic light (1.4 miles) and turn left. Turn right at the next traffic light at Burger King and turn left into the parking lot behind Burger King. Sharing the parking lot with Burger King is the Medical Arts Building which houses Tusculum College.

Additional Testing Sites:

<p>DSST / CLEP Testing:</p> <p>Pellissippi State Technical Community College Knoxville, TN (865) 694-6454 http://www.pstcc.edu/learn/assessment.html</p> <p>Strayer University 10118 Parkside Dr. Ste. 200 Knoxville, TN (865)288-6000 http://www.strayer.edu/</p>	<p>CLEP Testing Only:</p> <p>Walters State Community College Morristown, TN (423)585-6806 http://www.ws.edu/calendar/testing/default.asp</p> <p>Northeast State Blountville, TN http://www.northeaststate.edu/default.asp?DocumentID=320dpwalker@NortheastState.edu</p> <p>DSST Testing Only:</p> <p>Johnson Bible College 2900 Johnson Drive Knoxville, TN 37988 (865) 573-4517 http://www.jbc.edu</p>
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NOTE: Testing fees and procedures may be different at different locations. If you want your test scores to go to Tusculum College, you must enter the Tusculum score recipient code of 8590 when you take your exam.

DSST LISTING – BUSINESS MAJORS ONLY

TITLE	TUSCULUM EQUIVALENT	SCORE
ARTS & HUMANITIES		
Art of the Western World	Art & Humanities Elective	48
Ethics in America (<i>Essay not required</i>)	Philosophy Elective	46/400
*Introduction to World Religions	RELG 201 World Religions	48/400
**Technical Writing (<i>Essay not required</i>)	English Elective	46
BUSINESS		
**Principles of Financial Accounting	MGMT 245 Beginning Accounting & Finance	47
Principles of Supervision	Management Elective	46/400
Introduction to Computing	CISC 100 Computer As A Tool	45/400
Management Information Systems	CISC 200 Systems Analysis	46/400
Introduction to Business	BUSN 101 Business & Its Environment	46/400
Money and Banking	Elective	48
Personal Finance	MGMT 247 Personal Investing	46/400
Business Mathematics	Math Elective	48/400
GENERAL ELECTIVES		
*Foundations of Education	General Elective	46
Introduction to Law Enforcement	General Elective	45
HEALTH		
Here's to your Health	Health Elective	48/400
Substance Abuse	Health Elective	49/400
MATHEMATICS		
Fundamentals of College Algebra	MATH 135 College Algebra	47/400
Principles of Statistics	MATH 140 Elementary Statistics	48/400
SCIENCE		
Astronomy	Science Elective	48
Environment and Humanity: The Race to	EVSC 111 Environmental Science	46
Principles of Physical Science I	NSCI 100 Physical Science	47
Physical Geology	Science Elective	46
SOCIAL SCIENCES		
Western Europe since 1945	HIST 342	45
Introduction to the Modern Middle East	HIST 306 The Arab-Israeli Conflict	47
*Human/Cultural Geography	Geography Elective	48
History of the Vietnam War	History Elective	44
Civil War and Reconstruction	HIST 323 The Civil War and Reconstruction Era	47
Rise and Fall of the Soviet Union	History elective	45
*Lifespan Developmental Psychology	PSYC 200 Developmental Psychology	46
General Anthropology	Anthropology Elective	47
Criminal Justice	Sociology Elective	49/400
Fundamentals of Counseling	PSYC 331 Introduction to Psychotherapy and Counseling	45
SPEECH—No longer offered through Tusculum College testing sites		
NOT ACCEPTED		
Principles of Finance	These exams are not accepted by Tusculum College for credit in the Professional Studies Program.	
Human Resource Management		
Organizational Behavior		
Business Law II		

All DSSTs tests are 3 credit hours each.

***Not accepted in Education programs**

****Not accepted in the B. S. in Organizational Management program**

CLEP LISTING – BUSINESS MAJORS ONLY

TITLE	<i>TUSCULUM EQUIVALENT</i>	Credit	Score
COMPOSITION AND LITERATURE			
American Literature	ENG 214, ENG 224	6	50
Analyzing & Interpreting Lit	ENGL 225 Masterpieces of World Lit	6	50
College Composition	ENGL 110, ENGL 111 – Composition I, II	6	50
English Literature	ENGL 223 Masterpieces of English Lit	6	50
Humanities	ENGL 226 Intro to Lit Genres, FINA 100 Arts As Hum	6	50
SCIENCE & MATHEMATICS			
*Biology	BIOL 101, 102 Gen. Biology I & II	6	50
Chemistry	CHEM 101, 102 Gen Chemistry	6	50
Calculus with Elem Functions	MATH 190, 204 Calculus I & II	6	50
College Algebra	MATH 135 College Algebra	3	50
College Mathematics	MATH 135 College Algebra, MATH 160 Trigonometry	6	50
Natural Sciences	NSCI100 Physical Science, Science Elective	6	50
Pre-calculus	MATH 180 Pre-Calculus	3	50
FOREIGN LANGUAGES - Although these credits will still be accepted, these tests will no longer be offered through Tusculum College testing sites as of April 14, 2010.			
French, Level 1 (2 sem)	FREN 101, 102 Elem French	6	50
French, Level II (4 sem)	FREN 201, 202 Intermediate French	12	59
German Level I (2 sem)	GERM 101, 102 Elem German	6	50
German Level II (4 sem)	GERM 201, 202 Intermediate German	12	60
Spanish Level I (2 sem)	SPAN 101, 102 Elem Spanish	6	50
Spanish Level II (4 sem)	SPAN 201, 202 Intermediate Spanish	12	63
HISTORY & SOCIAL SCIENCES			
American Government	POLS 203 American Government	3	50
*Educational Psychology, Intro to	PSYC 305 Educational Psychology	3	50
History of the United States I	HIST 201 U.S. History Survey I	3	50
History of the United States II	HIST 202 U.S. History Survey II	3	50
*Human Growth & Development	PSYC 200 Developmental Psychology	3	50
Psychology, Introductory	PSYC 101 Essentials of Psychology	3	50
Social Sciences & History	HIST 102 West & World II, SOCI 101 Princ & Social	6	50
Sociology, Introductory	SOCI 101 Principles & Social Institutions	3	50
Western Civilization I	HIST 101 The West & The World I	3	50
Western Civilization II	HIST 102 The West the World II	3	50
BUSINESS			
Information Systems & Computer Appl	CISC 200 Systems Analysis	3	50
NOT ACCEPTED			
Accounting, Principles of	These exams are not accepted by Tusculum College for credit in the Professional Studies Program.		
Business Law, Introductory			
Macroeconomics, Principles of			
Microeconomics, Principles of			
Management, Principles of			
Marketing, Principles of			

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DSST/CLEP LISTING – EDUCATION MAJORS ONLY

REQUIREMENT	EXAM	MINIMUM
CISC100 – Computer as a Tool	DSST: Introduction to Computing	45/400
ENGL110 & 111 – Composition I & II	CLEP: College Composition	50
HIST201 – United States History I	CLEP: History of the United States I	50
HIST202 – United States History II	CLEP: History of the United States II	50
HIST101 – The West and the World I	CLEP: Western Civilization I	50
HIST102 – The West and the World II	CLEP: Western Civilization II	50
MATH135 – College Algebra	DSST: Fundamentals of College Algebra	47/400
MATH135 – College Algebra	CLEP: College Mathematics	50
MATH135 – College Algebra	CLEP: College Algebra	50
PSYC101 – Essentials of Psychology	CLEP: Introductory Psychology	50
SOCI101 – Principles & Social Institutions	CLEP: Introductory Sociology	50
VISA110 – Basic Concepts of the Visual Arts	DSST: Art of the Western World	48

All DSST tests are 3 credit hours each.

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***Not accepted in the B. S. in Organizational Management program*