



May 17, 2010

From: DANTES Examinations Program  
To: DANTES-sponsored Test Sites

Subject: Change in DANTES Procedures – Discontinued Retest Funding

1. Effective 11 December 2010, DANTES will no longer fund retesting on a previously funded exam title for CLEP, DSST and ECE paper-based or computer-based exams. As a result, Service members taking these exams after 20 May 2010 who do not receive a passing score must be informed they will not be allowed to retest as a DANTES funded candidate on a previously funded exam of the same title. However, they may personally fund a retest after waiting the requisite period of time. This includes spouses and Civil Service personnel of Reserve components and Coast Guard. Advise examinees that if they retake a previously funded exam without paying the requisite fees at the time of testing, their scores will not be transmitted to their respective Service transcript.

2. To prevent test familiarity and safeguard test security, examinees must wait the required 180 calendar days from the last test date to personally fund a retest on the same title. Testing on an alternate form of the same title does not change this policy. If an examinee tests before the 180 calendar days waiting period has elapsed, the test score will be invalidated, the waiting period will start over and the test fee will not be refunded. For ECE, examinees must wait 60 days after the first failure and 120 days after the second and subsequent failures before testing on an unfunded (examinee pays) basis.

3. To retest by computer at a National Test Center (NTC), examinees are required to pay the examination fee required by the testing agency and the administration fees required by the institution administering the exam. Examinees must check with the test site to determine the form of payment required. To retest at a paper-based DANTES Test Site, examinees for CLEP and DSST will follow the personally funded civilian procedures which requires payment either by certified check or money order in U.S. dollars, drawn on a U.S. Bank, made payable to *Prometric*. For ECE, personally funded examinees may submit exam registration fees by personal check or money order. The check or money order must be drawn on a U.S. bank in U.S. funds, and made payable to *Excelsior College*. Examinees may also pay for paper-based ECEs by credit card prior to testing.

4. For personally funded retesting, test scores are not transmitted from the testing contractor to the Services transcript systems and are not part of the consolidated transcript system. If taken for a particular degree requirement, a Designated Institution (DI) code must be identified at the time of testing. For Air Force personnel, examinees may select the Designated Institution (ID) code for CCAF. For an official transcript to be shipped to the service transcript system or a school, at a later date, the individual must contact the individual testing agencies to order a transcript.

- To request DSST scores, examinees must pay for a civilian transcript. The order form is available at <http://www.getcollegecredit.com/downloads/TRNSCRPTDSST.pdf>. Designate the institution the transcript(s) should be shipped to, or provide the address of the institution the transcript(s) should be shipped to, or provide the address where the transcript may be added to the Service member's military transcript.
- For CLEP, the Transcript Request Form is available at [http://www.collegeboard.com/prod\\_downloads/student/testing/clep/clep-transcript-request-form.pdf](http://www.collegeboard.com/prod_downloads/student/testing/clep/clep-transcript-request-form.pdf). Service member transcript requests for personally funded exams should not use the military transcript form. Designate the institution the transcript(s)

should be shipped to, or provide the address where the transcript may be added to the Service member's military transcript.

- For ECE, examinees must register online and pay for a transcript. The standard transcript form is available in the DEPH, or at the Excelsior College website at [www.excelsior.edu](http://www.excelsior.edu). Provide the address of the institution the transcript(s) should be shipped to, or provide the address where the transcript may be added to the Service member's military transcript.

5. DANTES Test Sites must follow DEPH requirements to determine an examinee's eligibility and readiness to test before administering a paper-based CLEP, DSST or ECE exam, or referring the Service member to a base-sponsored National Test Center. This includes:

- Administering a practice test (if available)
- Counseling to determine candidate's background or experience in the areas covered by the examination or refer to a counselor for guidance

6. DANTES Test Sites should make a genuine effort to screen examinees to determine if they are retesting and if so, provide the guidance needed to avoid score invalidation.

7. Numbers that are good to know:

- Overall, the pass rate the first time around for most of the exams is about 50 %.
- Of those who do not pass the first time around, about 65 % of them fail the exam again.

Time is an adult learner's most valuable commodity. Individuals who choose to take exams to fulfill degree requirements can lose several months if they do not pass the exams the first time. It is in the individual's best interest to invest the time before testing to properly prepare for these exams to increase the probability that they pass it on the first attempt.

TCOs and counselors are reminded to use the tools DANTES provides to help guide potential examinees. Share the pass rates for the exam that the individual wishes to take. That bit of information gives some insight on the complexity and difficulty of the content. Be sure information on the various practice examinations and preparation materials are readily available. And discuss test taking strategies with the individuals so that they have the information before taking a test.

Look under Academic Examination Programs on the DANTES website for more information.

If you have any questions, please contact [exams@navy.mil](mailto:exams@navy.mil).

Sincerely,

DANTES Examinations Program