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Candidate Information Bulletin

 **Mathematics**

 **Social Science**

 **Business**

 **Physical Science**

 **Applied Technology**

 **Humanities**

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CONTENTS

MAKING A COLLEGE DEGREE WITHIN YOUR REACH	1
Reach Your Career Goals Through DSSTs	
Improve Your Chances for Admission to College	
Gain Confidence Performing at a College Level	
Make Up for Courses You May Have Missed	
If You Cannot Attend Regularly Scheduled Classes	
DSST PREPARATION MATERIALS	2
DSST Study Courses	
Fact Sheets	
DSST Study Guide	
Legitimate DSST Study Guides	
DSST Online Practice Tests	
TAKING DSST EXAMINATIONS	3
Earning College Credit for DSST Examinations	
Where to Take DSSTs	
Scheduling Your Examination	
On the Day of the Examination	
Internet Based Testing	
Testing Accommodations for Students with Disabilities	
Other Testing Arrangements	
DSST SCORING POLICIES	4
Receiving Your Score Report	
Scoring of Principles of Public Speaking Speeches	
Essays	
How to Get Transcripts	
Availability/Use of Scores	
Score Validity	
Testing Irregularities	
DESCRIPTION OF THE DSST EXAMINATIONS.....	5
FREQUENTLY ASKED QUESTIONS ABOUT DSSTs	7
DSST ORDER FORMS AND INFORMATION	
Checklist for Students	8
Candidate Publications Order Form	9
Transcript Order Form	11
Auxiliary Testing Materials	13

Making a College Degree Within Your Reach

Today, there are many educational alternatives to the classroom—you can learn from your job, your reading, your independent study, and special interests you pursue. You may already have learned the subject matter covered by some college-level courses.

The DSST® Program is a nationally recognized testing program that gives you the opportunity to receive college credit for learning acquired outside the traditional college classroom. Colleges and universities throughout the United States administer the program, developed by Prometric, year-round. Annually, over 90,000 DSSTs are administered to individuals who are interested in continuing their education. Take advantage of the DSST testing program; it speeds the educational process and provides the flexibility adults need and makes earning a degree more feasible.

Since requirements vary college to college, please check with the credit-awarding institution before taking a DSST. More than 1,800 colleges and universities currently award credit for DSSTs, and the number is growing every day. You can choose from 37 test titles in the areas of Social Science, Business, Mathematics, Applied Technology, Humanities, and Physical Science. A brief description of each examination is found on pages 5 through 6 of this booklet.

Reach Your Career Goals Through DSSTs

Use DSSTs to help you earn your degree, get a promotion, or simply demonstrate that you have college-level knowledge in subjects relevant to your work.

Save Time...

You don't have to sit through classes when you have previously acquired the knowledge or experience for most of what is being taught and can learn the rest yourself. You might be able to bypass introductory-level courses in subject areas you already know.

Save Money...

Bypassing classes that you earn credit for through the DSST Program enables you to save money on your way to earning your degree. You can use the funds instead to make more advanced courses that can be more challenging and rewarding.

Improve Your Chances for Admission to College

Each college has its own admission policies; however, having passing scores for DSSTs on your transcript can provide strong evidence of how well you can perform at the college level.

Gain Confidence Performing at a College Level

Many adults returning to college find that lack of confidence is often the greatest hurdle to overcome. Passing a DSST demonstrates your ability to perform on a college level.

Make Up for Courses You May Have Missed

You may be ready to graduate from college and find that you are a few credits short of earning your degree. By using semester breaks, vacation time, or leisure time to study independently, you can prepare to take one or more DSSTs, fulfill your academic requirements, and graduate on time.

If You Cannot Attend Regularly Scheduled Classes...

If your lifestyle or responsibilities prevent you from attending regularly scheduled classes, you can earn your college degree from a college offering an external degree program. The DSST Program allows you to earn your degree by study and experience outside the traditional classroom.

Many colleges and universities offer external degree or distance learning programs. For additional information, contact the college you plan to attend or:

Center for Lifelong Learning
American Council on Education
One DuPont Circle NW, Suite 250
Washington, DC 20036
202-939-9475
www.acenet.edu

(Select **Center for Lifelong Learning** under **Programs & Services** for more information)

DSST Preparation Materials

DSST Study Courses

Prometric and iStudySmart have partnered to offer proven study courses that prepare you for DSST exams. Courses are available in printed workbook format, via the Internet, and on CD-RO. College-level textbooks support each course. Visit www.getcollegecredit.com/learners.html for more information.

Study courses are available for the following examinations:

- Business Law II
- Civil War and Reconstruction
- Criminal Justice
- Environment and Humanity
- Ethics in America
- Fundamentals of College Algebra
- Fundamentals of Counseling
- Here's to Your Health
- Human Resource Management
- Introduction to Business
- Introduction to Computing
- Introduction to World Religions
- Lifespan Developmental Psychology
- Money and Banking
- Organizational Behavior
- Principles of Finance
- Principles of Statistics
- Principles of Supervision
- Substance Abuse
- Technical Writing

Fact Sheets

For each test, there is a Fact Sheet that outlines the topics covered by each test and includes a list of sample questions, a list of recommended references of books that would be useful for review, and the number of credits awarded for a passing score as recommended by the American Council on Education (ACE®). **Please note that some schools require scores that are higher than the minimum ACE-recommended passing score.** It is suggested that you check with your college or university to determine what score they require in order to earn credit. You can obtain Fact Sheets by:

- Downloading them from www.getcollegecredit.com/resources.html
- E-mailing a request to getcollegecredit@prometric.com
- Completing the Candidate Publications Order Form on page 9

DSST Study Guide

Prometric, partnered with Peterson's, a Nelnet Company, has developed a comprehensive study guide covering the eight most popular business titles listed below. ***The Official DSST Test Preparation Guide*** was created by the actual DSST test developers and includes sample examinations in the following subject areas:

- Business Math
- Ethics in America
- Financial Accounting
- Human Resource Management
- Introduction to Business
- Organizational Behavior
- Personal Finance
- Principles of Supervision

For more information about study guides, go to www.getcollegecredit.com/resources.html and click *The Official DSST Test Preparation Guide* link, or click the *Peterson's* (www.petersons.com) link.

Legitimate DSST Study Guides

Only those materials that carry both the DSST logo and Prometric logo are endorsed by Prometric.

If you have any questions about the validity of a study guide or other DSST-related product, please e-mail us at getcollegecredit@prometric.com, or call Customer Service at 877-471-9860.

DSST Online Practice Tests

DSST online practice tests contain items that reflect a **partial range of difficulty** identified in the Content Outline section on each Fact Sheet. There is an online DSST Practice Test in the following categories:

- Mathematics
- Social Science
- Business
- Physical Science
- Applied Technology
- Humanities

Although the online DSST Practice Test questions do not indicate the full range of difficulty you would find in an actual DSST examination, they will help you assess your knowledge level. DSST Practice Tests can be purchased online by visiting our Web site at www.getcollegecredit.com, and clicking on Take a Practice Exam.

Taking DSST Examinations

Earning College Credit for DSST Examinations

To find out if the college of your choice awards credit for passing DSST scores, contact the admissions office or counseling and testing office. The college can also provide information on the scores required for awarding credit, the number of credit hours awarded, and any courses that can be bypassed with satisfactory scores.

It is important that you contact the institution of your choice as early as possible since credit-awarding policies vary among colleges and universities.

Where to Take DSSTs

DSSTs are administered at colleges and universities nationwide. Each location determines the frequency and scheduling of test administrations.

To find participating DSST colleges and universities:

- Visit our search tool on the Web at:
www.getcollegecredit.com/search.html
- E-mail us at getcollegecredit@prometric.com

Scheduling Your Examination

Please be aware that some colleges and universities provide DSST testing services to enrolled students only.

After you have selected a college or university that administers DSSTs, you will need to contact them to schedule your test date.

The fee to take a DSST is **\$80** per test. This fee entitles you to two score reports after the test is scored. One will be sent directly to you and the other will be sent to the college or university designated at the time of testing. Online test fees must be paid with a credit card only. The paper and pencil test fee can be paid with a certified check or U.S. money order made payable to Prometric or you may charge the test fee to your Visa, MasterCard or American Express credit card. Note: The credit card statement will reflect a charge from Prometric for all DSST examinations. *(Declined credit card charges will be assessed an additional \$25 processing fee.)*

In addition, the test site may also require a test administration fee for each examination, to be paid directly to the institution. Contact the test site to determine its administration fee and payment policy.

On the Day of the Examination

It is important to review this information and to have the correct identification present on the day of the examination:

- Arrive on time as a courtesy to the test administrator.
- Bring a valid form of government-issued identification that includes a current photo and your signature (acceptable documents include a driver's license, passport, state-issued identification card or military identification). *Anyone who fails to present valid identification will not be allowed to test.*

- Bring several No.2 (soft-lead) sharpened pencils with good erasers, a watch, and a black pen if you will be writing an essay.
- Do not bring books or papers.
- Do not bring an alarm watch that beeps, a telephone, or a phone beeper into the testing room.
- The use of non-programmable calculators (**four basic functions only**), slide rules, scratch paper and/or other materials is permitted for some of the tests. Please refer to the section entitled Auxiliary Testing Materials on page 13 for specific information.

Internet Based Testing

All DSST test titles are available via Internet-based testing with the exception of *Principles of Public Speaking*. When taking a DSST test online, you will be required to create a username and password at the time of testing. The test fee is paid by credit card only. Candidates have two hours to complete their examination after they click "Begin Test."

Testing Accommodations for Students with Disabilities

Prometric is committed to serving test takers with disabilities by providing services and reasonable testing accommodations as set forth in the provisions of the *Americans with Disabilities Act* (ADA). If you have a disability, as prescribed by the ADA, and require special testing services or arrangements, please contact the test administrator at the test site. You will be asked to submit to the test administrator documentation of your disability and your request for special accommodations. The test administrator will then forward your documentation along with your request for testing accommodations to Prometric for approval.

Please submit your request as far in advance of your test date as possible so that we may have the opportunity to make the necessary accommodations. Only test takers with documented disabilities are eligible for special accommodations.

Other Testing Arrangements

If you are unable to find a participating DSST college or university in your area, you may want to contact the testing office of a local accredited college or university to determine whether a representative from that office will agree to administer the test(s) for you.

The school's representative should then contact the DSST Program at 866-794-3497 to arrange for this administration. If you are unable to locate a test site, contact Prometric for assistance at getcollegecredit@prometric.com or 866-794-3497.

DSST Scoring Policies

Your DSST examination scores are reported only to you, unless you request that they be sent elsewhere. If you want your scores sent to your college, you must provide the correct DSST code number of the school on your answer sheet at the time you take the test. See the *Search tool on the Web site* www.getcollegedcredit.com/search.html.

If your institution is not listed, contact Prometric at getcollegedcredit@prometric.com with the full name and address of the institution to establish a code number. **(Some schools may require a student to be enrolled prior to receiving a score report.)**

Receiving Your Score Report

Candidates testing online can receive immediate test results by viewing their unofficial score report at the end of the testing session. Test results can also be viewed at www.ibt.prometric.com/dsst by entering the username and password created when the test was taken.

Candidates testing via paper and pencil must allow approximately four weeks after testing to receive their score report. Calling DSST Customer Service before the required four-week score processing time has elapsed will not expedite the processing of your scores. Due to privacy and security requirements, **scores will not be reported to students over the telephone under any circumstance.**

Scoring of Principles of Public Speaking Speeches

The speech portion of the *Principles of Public Speaking* examination will be sent to speech raters who are faculty members at accredited colleges that currently teach or have previously taught the course. Scores for the *Principles of Public Speaking* examination are available six-to-eight weeks from receipt by Prometric. If you take the *Principles of Public Speaking* examination and fail (either the objective, speech portion, or both), you must follow the retesting policy waiting period of six months (180 days) before retaking the entire exam.

Essays

The essays for *Ethics in America* and *Technical Writing* **are optional** and thus are not scored by raters. The essays are forwarded to the college or university that you designate, along with your score report, for their use in determining the award of credit. **Before taking the *Ethics in America* or *Technical Writing* examinations, check with your college or university to determine whether the essay is required.**

NOTE: *Principles of Public Speaking* speech topic cassette tapes and essays are kept on file at Prometric for one year from the date of administration.

How to Get Transcripts

There is a \$20 fee for each transcript you request. Payment must be in the form of a certified check, U.S. money order payable to Prometric, or credit card. Personal checks and debit cards are **NOT** acceptable methods of payment. One transcript may include scores for one or more examinations taken. To request a transcript, download the Transcript Order Form from the Web site at the link below or use the form on pg. 11. www.getcollegedcredit.com/downloads/TRNSCRPTDSST.pdf

Availability/Use of Scores

Prior to taking any DSST, please contact the credit-awarding college or university for information on the minimum score it requires to grant credit.

Score Validity

The DSST Program is obligated to report scores that accurately reflect the performance of the test taker. The program maintains test administration and test security standards designed to assure that all test takers are given the same opportunity to demonstrate their abilities and to prevent any test taker from gaining an unfair advantage.

Testing Irregularities

Occasionally, testing irregularities occur that affect a group of test takers. Such problems include, without limitation, administrative errors, defective materials, improper access to test content, and/or the unauthorized general availability of test content, as well as other disruptions of test administrations (e.g., natural disasters and other emergencies). Should a group testing irregularity occur, Prometric would conduct an investigation of the test administration.

Based on the information gathered in the investigation, the DSST Program may decide either to not score the test or to cancel the test score. When it is appropriate to do so, the DSST Program will arrange to give affected test takers the opportunity to take the test again as soon as possible. Affected test takers will be notified of the reasons for the cancellation and their options for retaking the test.

Prometric reserves the right to cancel any test score if the test taker engages in misconduct or if there is a testing irregularity.

Reviews of questionable scores are confidential. If it is necessary to cancel scores that have already been reported, an "invalid score report" is produced and the credit-awarding institution is notified.

Description of the DSST Examinations

Mathematics

- **Fundamentals of College Algebra** covers mathematical concepts such as fundamental algebraic operations; linear, absolute value; quadratic equations, inequalities, radicals, exponents and logarithms, factoring polynomials and graphing. The use of a nonprogrammable, handheld calculator is permitted.
- **Principles of Statistics** tests the understanding of the various topics of statistics, both qualitatively and quantitatively, and the ability to apply statistical methods to solve a variety of problems. The topics included in this test are descriptive statistics; correlation and regression; probability; chance models and sampling and tests of significance. The use of a nonprogrammable, handheld calculator is permitted.

Social Science

- **Art of the Western World** deals with the history of art during the following periods: classical; Romanesque and Gothic; early Renaissance; high Renaissance, Baroque; rococo; neoclassicism and romanticism; realism, impressionism and post-impressionism; early twentieth century; and post-World War II.
- **Western Europe Since 1945** tests the knowledge of basic facts and terms and the understanding of concepts and principles related to the areas of the historical background of the aftermath of the Second World War and rebuilding of Europe; national political systems; issues and policies in Western European societies; European institutions and processes; and Europe's relations with the rest of the world.
- **An Introduction to the Modern Middle East** emphasizes core knowledge (including geography, Judaism, Christianity, Islam, ethnicity); nineteenth-century European impact; twentieth-century Western influences; World Wars I and II; new nations; social and cultural changes (1900-1960) and the Middle East from 1960 to present.
- **Human/Cultural Geography** includes the Earth and basic facts (coordinate systems, maps, physiography, atmosphere, soils and vegetation, water); culture and environment, spatial processes (social processes, modern economic systems, settlement patterns, political geography); and regional geography.
- **Rise and Fall of the Soviet Union** covers Russia under the Old Regime; the Revolutionary Period; New Economic Policy; Pre-war Stalinism; The Second World War; Post-war Stalinism; The Krushchev Years; The Brezhnev Era; and reform and collapse.
- **A History of the Vietnam War** covers the history of the roots of the Vietnam War; the First Vietnam War (1946-1954); pre-war developments (1954-1963); American involvement in the Vietnam War; Tet (1968); Vietnamizing the War (1968-1973); Cambodia and Laos; peace; legacies and lessons.
- **The Civil War and Reconstruction** covers the Civil War from pre-secession (1861) through Reconstruction. It includes causes of the war; secession; Fort Sumter; the war in the east and in the west; major battles; the political situation; assassination of Lincoln; end of the Confederacy; and Reconstruction.

- **Foundations of Education** includes topics such as contemporary issues in education; past and current influences on education (philosophies, democratic ideals, social/economic influences); and the interrelationships between contemporary issues and influences.
- **Life-span Developmental Psychology** covers models and theories; methods of study; ethical issues; biological development; perception, learning and memory; cognition and language; social, emotional, and personality development; social behaviors, family life cycle, extrafamilial settings; singlehood and cohabitation; occupational development and retirement; adjustment to life stresses; and bereavement and loss.
- **Substance Abuse** includes such topics as drug use in society; classification of drugs; pharmacological principles; alcohol (types, effects of, alcoholism); general principles and use of sedative hypnotics, narcotic analgesics, stimulants, and hallucinogens; other drugs (inhalants, steroids); and prevention/treatment.
- **General Anthropology** deals with anthropology as a discipline; theoretical perspectives; physical anthropology; archaeology; social organization; economic organization; political organization; religion; and modernization and application of anthropology.
- **Introduction to Law Enforcement** includes topics such as history and professional movement of law enforcement; overview of the U.S. criminal justice system; police systems in the U.S.; police organization, management, and issues; and U.S. law and precedents.
- **Criminal Justice** deals with criminal behavior (crime in the U.S., theories of crime, types of crime); the criminal justice system (historical origins, legal foundations, due process); police; the court system (history and organization, adult court system, juvenile court, pre-trial and post-trial processes); and corrections.
- **Fundamentals of Counseling** covers historical development (significant influences and people); counselor roles and functions; the counseling relationship; and theoretical approaches to counseling.

Business

- **Principles of Finance** deals with financial statements and planning; time value of money; working capital management; valuation and characteristics; capital budgeting; cost of capital; risk and return; and international financial management. The use of a nonprogrammable, handheld calculator is permitted.
- **Principles of Financial Accounting** includes topics such as general concepts and principles, accounting cycle and classification; transaction analysis; accruals and deferrals; cash and internal control; current accounts; long- and short-term liabilities; capital stock; and financial statements. The use of a nonprogrammable, handheld calculator is permitted.
- **Human Resource Management** covers general employment issues; job analysis; training and development; performance appraisals; compensation issues; security issues; personnel legislation and regulation; labor relations and current issues; an overview of the Human Resource Management Field; Human Resource Planning; Staffing; training and development; compensation issues; safety and health; employee rights and discipline; employment law; labor relations and current issues and trends.

Description of the DSST Examinations

- **Organizational Behavior** deals with the study of organizational behavior (scientific approaches, research designs, data collection methods); individual processes and characteristics; interpersonal and group processes and characteristics; organizational processes and characteristics; and change and development processes.
- **Principles of Supervision** deals with the roles and responsibilities of the supervisor; management functions (planning, organization and staffing, directing at the supervisory level); and other topics (legal issues, stress management, union environments, quality concerns).
- **Business Law II** covers topics such as sales of goods; debtor and creditor relations; business organizations; property; and commercial paper.
- **Introduction to Computing** includes topics such as history and technological generations; hardware/software; applications to information technology; program development; data management; communications and connectivity; and computing and society. The use of a nonprogrammable, handheld calculator is permitted.
- **Management Information Systems** covers systems theory, analysis and design of systems, hardware and software; database management; telecommunications; management of the MIS functional area and informational support.
- **Introduction to Business** deals with economic issues affecting business; international business; government and business; forms of business ownership; small business, entrepreneurship and franchise; management process; human resource management; production and operations; marketing management; financial management; risk management and insurance; and management and information systems.
- **Money and Banking** covers the role and kinds of money; commercial banks and other financial intermediaries; central banking and the Federal Reserve system; money and macroeconomics activity; monetary policy in the U.S.; and the international monetary system.
- **Personal Finance** includes topics such as financial goals and values; budgeting; credit and debt; major purchases; taxes; insurance; investments; and retirement and estate planning. The use of auxiliary materials, such as calculators and slide rules, is NOT permitted.
- **Business Mathematics** deals with basic operations with integers, fractions, and decimals; round numbers; ratios; averages; business graphs; simple interest; compound interest and annuities; net pay and deductions; discounts and markups; depreciation and net worth; corporate securities; distribution of ownership; and stock and asset turnover.

Physical Science

- **Astronomy** covers the history of astronomy, celestial mechanics; celestial systems; astronomical instruments; the solar system; nature and evolution; the galaxy; the universe; determining astronomical distances; and life in the universe.

- **Here's to Your Health** covers mental health and behavior; human development and relationships; substance abuse; fitness and nutrition; risk factors, disease, and disease prevention; and safety, consumer awareness, and environmental concerns.
- **Environment and Humanity** deals with topics such as ecological concepts (ecosystems, global ecology, food chains and webs); environmental impacts; environmental management and conservation; and political processes and the future.
- **Principles of Physical Science I** includes physics: Newton's Laws of Motion; energy and momentum; thermodynamics; wave and optics; electricity and magnetism; chemistry: properties of matter; atomic theory and structure; and chemical reactions.
- **Physical Geology** covers Earth materials; igneous, sedimentary, and metamorphic rocks; surface processes (weathering, groundwater, glaciers, oceanic systems, deserts and winds, hydrologic cycle); internal Earth processes; and applications (mineral and energy resources, environmental geology).

Applied Technology

- **Technical Writing** covers topics such as theory and practice of technical writing; purpose, content, and organizational patterns of common types of technical documents; elements of various technical reports; and technical editing. Students have the option to write a short essay on one of the technical topics provided. Prometric will not score the essay; however, for determining the award of credit, a copy of the essay will be forwarded to the college or university you've designated along with the score report or transcript.

Humanities

- **Ethics in America** deals with ethical traditions (Greek views, Biblical traditions, moral law, consequential ethics, feminist ethics); ethical analysis of issues arising in interpersonal and personal-societal relationships and in professional and occupational roles; and relationships between ethical traditions and the ethical analysis of situations. Students have the option to write an essay to analyze a morally problematic situation in terms of issues relevant to a decision and arguments for alternative positions. Prometric will not score the essay; however, for determining the award of credit, a copy of the essay will be forwarded to the college or university you've designated along with the score report or transcript.
- **Introduction to World Religions** covers topics such as dimensions and approaches to religion; primal religions; Hinduism; Buddhism; Confucianism; Taoism; Judaism; Christianity; and Islam.
- **Principles of Public Speaking** consists of two parts: Part One consists of multiple-choice questions covering considerations of Principles of Public Speaking; audience analysis; purposes of speeches; structure/organization; content/supporting materials; research; language and style; delivery; communication apprehension; listening and feedback; and criticism and evaluation. Part Two requires the student to record an impromptu persuasive speech that will be scored.

Frequently Asked Questions About DSSTs

How should I study for the examinations?

There are several study tools available:

- DSST Fact Sheets
- *Official DSST Test Preparation Guide*
- Online DSST Practice Tests
- Comprehensive Study Courses

Refer to the section in this bulletin entitled "DSST Preparation Materials" for information on obtaining any of these study tools.

In order to pass the test, must I study from one of the recommended references?

The recommended references are a listing of books that were being used as textbooks in college courses of the same or similar title at the time the test was developed. **Appropriate textbooks for study are not limited to those listed in the fact sheet.** If you wish to obtain study resources to prepare for the examination, you may reference either the current edition of the listed titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference **more than one textbook** on the topics outlined in the fact sheet. You should **begin by checking textbook content against the content outline** included on the front page of the DSST fact sheet before selecting textbooks that cover the text content from which to study. Textbooks may be found at the campus bookstore of a local college or university offering a course on the subject.

Is there a penalty for guessing on the tests?

There is no penalty for guessing on DSSTs, so you should mark an answer for each question.

How much time will I have to complete the test?

Many DSSTs can be completed within 90 minutes; however, candidates can take up to two hours to complete their exam.

What should I do if I find a test question irregularity?

Continue testing and then report the irregularity to the test administrator after the test. This may be done by asking that the test administrator note the irregularity on the Supervisor's Irregularity Report or you can write to getcollegecredit@prometric.com, or Prometric DSST Program, 1260 Energy Lane, St. Paul, MN 55108, and indicate the form and question number(s) or circumstances as well as your name and address.

When will I receive my score report?

Allow approximately four weeks from the date of testing to receive your score report. Allow six to eight weeks to receive a score report for the *Principles of Public Speaking* examination.

Will my test scores be released without my permission?

Your test score will not be released to anyone other than the school you designate on your answer sheet unless you write to us and

ask us to send a transcript elsewhere. Instructions about how to do this can be found on your score report. Your scores may be used for research purposes, but individual scores are never made public nor are individuals identified if research findings are made public.

If I do not achieve a passing score on the test, how long must I wait until I can take the test again?

If you do not receive a score on the test that will enable you to obtain credit for the course, you may take the test again after six months (180 days). Please do not attempt to take the test before six months (180 days) have passed because you will receive a score report marked *invalid* and your test fee will not be refunded.

Can my test scores be canceled?

The test administrator is required to report any irregularities to Prometric. **The consequence of bringing unauthorized materials into the testing room, or giving or receiving help, will be the forfeiture of your test fee and the invalidation of test scores.** The DSST Program reserves the right to cancel scores and not issue score reports in such situations.

What can I do if I feel that my test scores were not accurately reported?

Prometric recognizes the extreme importance of test results to candidates and has a multistep, quality-control procedure to help ensure that reported scores are accurate. However, if you have reason to believe that your score(s) were not accurately reported, you may request to have your answer sheet reviewed and hand scored. The fees for this service are:

- \$20 fee if requested within six months of the test date
- \$30 fee if requested more than six months from the test date
- \$30 fee if a re-evaluation of the *Principles of Public Speaking* speech is requested

The fee for this service can be paid by credit card, certified check or U.S. money order **payable to Prometric**. Submit your request for score verification along with the appropriate fee or credit card information (credit card number and expiration date) to getcollegecredit@prometric.com, or Prometric DSST Program, 1260 Energy Lane, St. Paul, MN 55108. Include your full name, the test title, the date you took the test, and your Social Security number. Candidates will be notified if a scoring discrepancy is discovered within four weeks of receipt of the request.

What does ACE recommendation mean?

The ACE recommendation is the minimum passing score recommended by the American Council on Education for any given test. It is equivalent to the average score of students in the DSST norming sample who received a grade of C for the course. **Some schools require a score higher than the ACE recommendation.**



CHECKLIST FOR STUDENTS

- ✓ Visit www.getcollegecredit.com to obtain a list of tests, fact sheets, test preparation materials, participating colleges and universities, and much more.
- ✓ Contact your school advisor to confirm that the DSST you selected will fit into your curriculum.
- ✓ Consult the *DSST Candidate Information Bulletin* for answers to specific questions.
- ✓ Contact the test site to schedule your test.
- ✓ Prepare for your examination by using the fact sheet as a guide.
- ✓ **Reminder for Internet-Based Testing:** Click the payment button only once. It may take up to one minute for the transaction to be processed. Clicking the button more than once may result in your credit card being temporarily charged more than once.
- ✓ Take the test.

If you would like a score report sent to your college or university, it is a good idea to bring the four-digit code with you. You must include the DSST Identification Code for that institution in the Designated Institution field at the time of testing.

DSST Identification Codes are included in the DSST Participating Colleges and Universities search results available on the Web site (www.getcollegecredit.com/search.html).

If you prefer to send a score report to an institution at a later date, there is a transcript fee of \$20 for each transcript ordered.



Prometric: DSST Program, 1260 Energy Lane
St. Paul, MN 55108

Toll Free: (877) 471-9860; Phone: (651) 603-3011; Email: getcollegecredit@prometric.com



CANDIDATE PUBLICATIONS ORDER FORM

To place your order, please fax or mail the completed form (BOTH sides) to:

**Prometric
DSST Program
1260 Energy Lane
St. Paul, MN 55108**

Fax: 651-603-3008

Name		
Address		
City	State	Zip
Date		

E-mail us at getcollegecredit@prometric.com or
Call toll free 877-471-9860





Enter the order quantity next to the item you wish to receive.

***Available on our Web site at www.getcollegecredit.com**

QTY	STUDENT PUBLICATIONS				
	DSST Candidate Information Bulletin*				
QTY	OTHER				
	DSST ACE Credit Recommendations List*				
QTY	FACT SHEET TITLE	FORM #	QTY	FACT SHEET TITLE	FORM #
	Fundamentals of College Algebra	424		Organizational Behavior	531
	Principles of Statistics	450		Principles of Supervision	532
	Art of the Western World	461		Business Law II	534
	Western Europe Since 1945	465		Introduction to Computing	536
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Below is a list of auxiliary testing materials that are permitted, or not permitted with DSST examinations.

The Examiner will provide scratch paper for all DSSTs. All scrap paper is considered secure test material and must be collected by the Test Examiner to be confidentially destroyed or returned along with used test material.

Please Note:

Where calculators are allowed; only nonprogrammable, four-function, handheld calculators* may be used, NO EXCEPTIONS.

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	<u>Test Title</u>	<u>Materials Allowed</u>	<u>Materials Not Allowed</u>
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450	Principles of Statistics	Calculator	—
524	Principles of Finance	Calculator	—
525	Principles of Financial Accounting	Calculator	—
536	Introduction to Computing	Calculator	—
550	Personal Finance	Calculator	—
812	Business Mathematics	Calculator	—

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