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A black and white photograph of four diverse young adults standing in front of a large, ornate building. From left to right: a man in a military-style uniform with a peaked cap, a man in a dark V-neck sweater, a woman in a light-colored top with a shoulder bag, and a woman in a graduation cap and gown holding a diploma.

## TEST TAKER Information Bulletin

Translate Knowledge into **College Credit. Faster. Easier. Affordable.**

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# TRANSLATE KNOWLEDGE INTO COLLEGE CREDIT

## **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, military training, 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.

DSST exams are created by Prometric (prometric.com), the trusted provider of market leading test development and delivery solutions. Prometric delivers more than ten million exams through a network of over 8,000 testing locations in more than 160 countries.

Taking a DSST exam can help you accelerate your path to degree completion while saving you the time it takes to sit through a course, as well as the additional dollars spent on tuition. DSST exams can make earning a degree more feasible.

## **INSTITUTIONS OF HIGHER EDUCATION RECOGNIZE DSST EXAMS**

DSST exams are accepted for credit by more than 1,900 colleges and universities nationwide, including community colleges, state education systems, private and public institutions; and the number is growing every day. To find out if the college or university of your choice awards credit for passing DSST scores, contact their admissions office, counseling or testing office.

## **THE DSST PROGRAM IS HERE FOR YOU**

Imagine cutting months off your degree completion requirements in practically no time at all. The DSST Program allows you to:

### **Earn Credit for Previously Learned Knowledge**

You'll be able to get credit for previously acquired knowledge or experience without taking time off from work to be a full-time student.

### **Save Time and Money**

At less than \$100 for a 3-credit equivalent course, DSST exams are an affordable way to earn college credit for prior learning. It doesn't only cut hundreds or thousands of dollars that you'd have to spend on your college education, but it will also cut on precious college-credit hours. You can then dedicate that time and money into more advanced-level courses, and possibly, graduate in a shorter period of time.

## **Improve Your Chances for College Admission**

Each college has its own admission policies; however, having passing scores for DSST exams on your transcript or your college admission portfolio can provide strong evidence of college-level subject knowledge.

## **Gain Confidence Performing At a College Level**

Passing a DSST exam proves that you have what it takes to get a college degree. The feeling of "I can do this" by passing a DSST exam will give you the confidence you need to keep going, no matter in what stage of your college education you are on.

## **Make Up Missed Courses**

If you find that you are a few credits short of earning your degree, you may be able to take one or more DSST exams to fulfill your academic requirements and graduate on time.

## **A Variety of Different Subjects to Choose From**

DSST offers a variety of exams in Business, Humanities, Mathematics, Physical Science, Technology and Social Sciences. From accounting, to law enforcement or health, there's a DSST subject you already know.

## **Internet and Paper-Based Testing**

All DSST exams are available via Internet-based testing and in some locations DSST exams are given in a paper and pencil format.

## **APPROVED BY THE ACE CREDIT**

The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for all 38 DSST exams. The ACE, the major coordinating body for all the nation's higher education institutions, seeks to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research, and program initiatives.

ACE CREDIT connects workplace learning with colleges and universities by helping adults gain access to academic credit at colleges and universities for formal courses and examinations taken in the workplace or other settings outside traditional higher education.

ACE CREDIT provides both a recommended passing score and a recommended number of credits that could be awarded to successful students.

For more information about ACE CREDIT, visit their website at [www.acenet.edu/acecredit](http://www.acenet.edu/acecredit).

# TAKING DSST EXAMINATIONS

## WHERE TO TAKE DSST EXAMS

DSST exams are mostly administered at colleges and universities nationwide. Military test takers can also find DSST exams at their local Base Education Office or at a nearby location funded by DANTES. Each location determines the frequency and scheduling of test administrations. Each location 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 differ among colleges and universities.

Visit [www.getcollegecredit.com/search](http://www.getcollegecredit.com/search) to obtain the most current list of participating DSST colleges and universities. If you are unable to locate a test site near you, contact the testing office of an accredited college or university close to you and ask them to contact Prometric's DSST Program to have access to DSST test administrations. After you have selected a college or university that administers DSST exams, you should contact them to schedule your test date.

## ON THE DAY OF THE EXAMINATION

You should arrive at least **30 minutes before** your scheduled exam appointment. This allows time for you to sign in and for staff to verify your identification. You must present a valid form of identification before you can test. The identification **must be** government-issued (e.g., driver's license, state-issued identification card, passport, or military identification card), contain **both** a current photo and your signature and have a name that exactly matches the name used to register for the exam (including designations such as "Jr." and "III"). NOTE: If you fail to present valid identification, you will not be allowed to test.

## EXAM FEES

Each exam fee is \$80. Test centers may require an additional administrative fee. Internet-based exam fees can only be paid with a Visa, MasterCard or American Express credit card. Paper-based exam fees can be paid by one of the accepted credit cards, certified check or U.S. money order made payable to Prometric.

DANTES funds initial administration of all DSST test titles for active duty military members and qualified civilians. Visit DANTES' website for funding details at [www.dantes.doded.mil](http://www.dantes.doded.mil).

## EXAM RETAKE POLICY

If you have not achieved a satisfactory score, you may retake the same exam title after the required wait period has past (currently set at 90 days from your

original testing date). If you attempt to take the same exam title before the required wait period, your exam will be invalid and test fees will be forfeited.

## OTHER TESTING REGULATIONS

- If you are taking a paper and pencil DSST exam, you should bring several No.2 (soft-lead) sharpened pencils with good erasers, and a black pen if you will be writing an essay.
- The use of nonprogrammable calculators (four basic functions only), is permitted for some of the tests. Refer to the Auxiliary Testing Materials section of this publication for details.
- Electronic equipment is not permitted in the testing room. This includes cell phones, alarm watches, PDAs, etc. Pocket items—keys, wallet, etc.—must remain in your pocket during testing.

## TEST TAKERS WITH DISABILITIES

Prometric provides reasonable testing accommodations as set forth in the provisions of the *Americans with Disabilities Act* (ADA) to allow test takers with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge. If you have a disability and require special testing services or arrangements, please submit professional documentation of the disability to the test site administrator. The test site administrator will forward your documentation to Prometric for approval and to help determine the necessary testing arrangements. Thirty days' advance notice is required for all testing arrangements. There is no additional charge for these accommodations.

## APPEALS

If you need to request a response concerning the exam content, your test score, scheduling or test administration (testing site procedures, equipment, personnel, etc.), Prometric will review your concern after an appeal letter is submitted. Your appeal letter must include your name, your social security number, exam title, date tested, details of your concern, include all relevant facts, your signature and return address. Mail your appeal letter to:

Prometric  
Attn: Appeal Committee  
7941 Corporate Drive  
Nottingham, MD 21236

The Appeal Committee will review your concern and send you a written response within 20 business days of receipt. Faxed appeals will not be accepted, as an original signature is required.

# DSST SCORING POLICIES

DSST exams are scored using two different methods: **Criterion-Referenced** and **Norm-Referenced Standard Setting**. DSST exams that are scored under the Norm-Referenced method have scores between 20 and 80. DSST exams that are scored using the Criterion-Referenced method have scores between 200 and 500. Prometric provides the ACE-recommended cut score for each examination but each institution may require a different minimum score.

## WEIGHT AND WRONG ANSWERS

All exam questions carry the same weight. Test takers are awarded points for correct answers only and do not lose points for incorrect answers. Instead of being penalized, they are simply not awarded the point for that question.

## RECEIVING YOUR SCORE REPORT

For official scores to be sent to the institution of your choice, you must provide the institution's 4-digit DSST code at the time of your examination. Note that some schools require a student to be enrolled before the institution will accept the score report. Due to privacy and security requirements, scores will not be reported over the phone under any circumstance.

Check with your school 3-4 weeks after testing to verify that it has received your scores. If for some reason your school has not received them, please contact Prometric at 877-471-9860 within 90 days of your test date and we will re-send the score report free of charge. Any request 90 days or more after the exam date will incur an administrative fee. No exceptions.

## Where to Find your Institution's DSST Code

Simply perform a search in our institution database at [www.getcollegetcredit.com/search](http://www.getcollegetcredit.com/search) to find your school's four-digit DSST code. The code is located on the left corner of the institution's name. If your institution is not listed, please email Prometric at [getcollegetcredit@prometric.com](mailto:getcollegetcredit@prometric.com) with the full name and address of the institution so a code number can be established.

## Internet-Based Exam Score Reporting

To enter the DSST code for online exams fill in the field titled "Institutional Score Report Recipient" with the 4-digit DSST code of the institution that will receive the official scores. If you already have a user profile established, you can edit edit your institution's DSST code by updating your personal information.

Test takers 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 <https://ibt.prometric.com/dsst> by entering the

username and password created when the test was taken.

DANTES-funded military test takers will automatically get an electronic copy of their scores sent to their Transcript Service office.

## Paper & Pencil Exam Score Reporting

To enter the DSST code for paper exams, fill in the space provided for "Score Report Recipient Institution Code" (#11 on the answer sheet). The official score report will be sent directly to the college or university you designate. Score reports are sent out approximately four weeks after testing.

DANTES-funded military test takers testing on paper forms can check with their Base Education Office for a copy of their score report. In addition, a copy is automatically sent via post mail to their Transcript Service office.

## EXAMS WITH OPTIONAL ESSAYS

Ethics in America and Technical Writing exams include optional essays and thus are not scored by DSST raters. The essays are forwarded to the institution you designate, along with your score report, for their consideration. Before taking either examination, check with your college or university to determine whether the essay is required.

## HOW TO GET DSST TRANSCRIPTS

Please refer to the section **How to Get Official Transcripts** in this publication for more information about transcripts.

## 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, as well as other disruptions of test administrations (e.g., natural disasters). Should a group testing irregularity occur, your proctor will submit an Irregularity Report to Prometric. Prometric would then conduct an investigation of the test administration. Based on the information gathered in the investigation, Prometric may decide either to not score the test or to cancel the test score. When it is appropriate to do so, Prometric 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 scores if a 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.



# TEST PREPARATION MATERIALS

## PREPARING FOR YOUR EXAM

Prometric has partnered with leading providers of test preparation materials to offer proven study materials that help you prepare for taking DSST exams. Using all or any of the provided preparation materials outlined below will put you in the best position possible to pass your exam and earn college credit.

It is strongly recommended that you check **the exam content outline for the exam you want to take, as a first step** to prepare for your exam. The exam content outline is included in the Exam Content Fact Sheet section of this publication for each DSST examination.

## EXAM CONTENT FACT SHEETS

For each DSST exam, there is an Exam Content Fact Sheet that outlines the topics covered in that exam. The Exam Content Fact Sheet includes a list of recommended references of books that would be useful for review, a list of sample questions, 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.

Our partner, Innovative Academic Solutions, offers and maintains a list of DSST reference text books for each DSST exam title at their website <http://degreebookstore.com>.

Exam Content Fact Sheets are detailed in this publication. You can also download individual Exam Content Fact Sheets from DSST's website: [www.getcollegedcredit.com/testprep](http://www.getcollegedcredit.com/testprep).

## DSST ONLINE PRACTICE EXAMS

Practice exams in most DSST subjects are available and will enable you to see whether you possess the level of knowledge necessary to pass a specific DSST exam prior to actually taking it.

Although the online DSST practice exam questions do not indicate the full range of difficulty you would find in an actual DSST exam, they will help you assess your knowledge level. They also help you get familiar with the online testing tool as they are built in the same environment as the actual DSST exams.

You can purchase DSST online practice exams at <https://ibt.prometric.com/dsst>. (You must select "DSST Practice Exams" as the Test Provider or Program).

## ISTUDYSMART COURSES

iStudySmart has created in-depth study courses for 25 different DSST exams. These courses are the only study courses endorsed by Prometric. For more information, go to [www.istudysmart.com/dsst](http://www.istudysmart.com/dsst).

## FREE TEST PREP FOR MILITARY MEMBERS

Peterson's, a Nelnet Company, supplies test preparation for DSST exams free of charge for military members and funded civilians. For more information, visit [www.petersons.com/dod](http://www.petersons.com/dod).

## OFFICIAL DSST STUDY GUIDES

Prometric has partnered with **Peterson's** and **Innovative Academic Solutions** to develop comprehensive study guides covering the most popular DSST examinations.

Prometric has reviewed the content of all official DSST study guides referenced on DSST's website and has found them to be excellent reflections of the content of the respective DSST tests. However, passing the sample tests provided in any study materials does not guarantee test takers will pass the actual test.

Links to both books and corresponding e-books can be found online at [www.getcollegedcredit.com/testprep](http://www.getcollegedcredit.com/testprep).

## LEGITIMATE DSST STUDY GUIDES

Only those materials that carry both the DSST logo and Prometric logo and/or are explicitly mentioned on the DSST website 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 [getcollegedcredit@prometric.com](mailto:getcollegedcredit@prometric.com), or call our Customer Service line at toll free: 1-877-471-9860 (local calls: 1-651-603-3012).

## MEET OTHER COLLEGE-SAVVY, CREDIT-BY-EXAM USERS

DSST Credit by Exam Program has a growing community of followers and active users in online social media sites including **Facebook** ([www.facebook.com/getcollegedcredit](http://www.facebook.com/getcollegedcredit)) and **Twitter** ([@college\\_credit](https://twitter.com/college_credit)). You are invited to join this growing community of college-savvy, DSST credit by exam users!





# DESCRIPTION OF THE DSST EXAMINATIONS

**3-L** = 3 credits, lower-level baccalaureate

**3-UL** = 3 credits, upper-level baccalaureate

## MATH

**Fundamentals of College Algebra. 3-L.** Includes solving quadratic inequalities, operations of functions, rational functions and exponential and logarithmic functions.

**Principles of Statistics. 3-L.** Tests the understanding of the principles and concepts underlying higher-order statistics, continuous and discrete distributions, use of predictive statistics using the linear model, and confidence intervals.

## SOCIAL SCIENCES

**A History of the Vietnam War. 3-L.** Tests the knowledge of the history of the roots of the Vietnam War, including: pre-war developments (1954-1963); American involvement in the Vietnam War; Tet (1968); Cambodia and Laos; and peace, legacies and lessons.

**Art of the Western World. 3-L.** Deals with the history of art during various periods, including: Romanesque and Gothic; Renaissance; Baroque; rococo; neoclassicism and romanticism; realism, impressionism and post-impressionism; and post-World War II.

**Criminal Justice. 3-UL.** Covers criminal behavior, police, the court system, sentencing issues, adult prison systems, and juvenile correction alternatives.

**Foundations of Education. 3-L.** Contemporary issues in education; past and current influences on education (philosophies, democratic ideals, social/economic influences); and the interrelationships between contemporary issues and influences.

**Fundamentals of Counseling. 3-L.** Historical development; counselor roles and functions; the counseling relationship; and theoretical approaches to counseling.

**General Anthropology. 3-L.** Deals with theoretical perspectives; physical anthropology; archaeology; social organization; economic organization; political organization; religion; and modernization and application of anthropology.

**Human/Cultural Geography. 3-L.** Includes the Earth and basic facts (maps, physiography, atmosphere, soils and vegetation, water); culture and environment; settlement patterns; political and regional geography.

**Introduction to Law Enforcement. 3-L.** Includes overview of the U.S. criminal justice system; police systems in the U.S.; police organization, management issues; and U.S. law and precedents.

**Introduction to the Modern Middle East. 3-L.** Emphasizes core knowledge of 19th-century European impact; 20th-century Western influences; World Wars I and II; new nations; social and cultural changes (1900-1960); and the Middle East through the 20th century.

**Lifespan Developmental Psychology. 3-L.** Covers ethical issues; biological development; perception, learning and memory; cognition and language; social, emotional, and personality development; social behaviors; adjustment to life stresses; and bereavement and loss.

**Rise and Fall of the Soviet Union. 3-UL.** Covers Russia under the Old Regime, the Revolutionary Period, New Economic Policy, Pre-war Stalinism, World War II, Post-war Stalinism, the Khrushchev Years, the Brezhnev Era, and reform and collapse.

**Substance Abuse. 3-UL.** Tests the understanding of such substances as anabolic steroids, over-the-counter medications, dependency/ addiction, societal effects, screening, diagnosis, and neurological factors.

**The Civil War and Reconstruction. 3-UL.** Covers the Civil War from pre-secession (1861) through Reconstruction. Includes causes of the war; secession; Fort Sumter; major battles; the political situation; assassination of Lincoln; end of the Confederacy; and Reconstruction.

**Western Europe since 1945. 3-L.** Tests the knowledge of basic facts related to the aftermath of World War II and the rebuilding of Europe. Includes national political systems, and issues and policies in Western European societies.

## HUMANITIES

**Ethics in America. 3-UL.** Deals with ethical traditions and analysis in various relationships, embryonic stem-cell research, euthanasia, affirmative action, and capital punishment. 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.

**Introduction to World Religions. 3-UL.** Covers topics such as dimensions and approaches to religion; primal religions; Hinduism; Buddhism; Confucianism; Taoism; Judaism; Christianity; Islam; Shintoism; Hellenic and Roman traditions; and Scientology.

**Principles of Public Speaking. 3-L.** Test has two parts. Part 1 consists of multiple-choice questions covering 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 2 requires the test taker to record an impromptu persuasive speech that will be scored.

## **BUSINESS**

**Business Ethics and Society. 3-UL.** Covers moral philosophies; social responsibilities of business; employer/employee relations; ethics of information; ethics in international business; ecology and global business; and corporations and stakeholders.

**Business Law II. 3-UL.** Covers topics such as sales of goods; debtor and creditor relations; business organizations; property; and commercial paper.

**Business Mathematics. 3-L.** Deals 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.

**Human Resource Management. 3-L.** Covers training and development; performance appraisals; compensation issues; security issues; personnel legislation and regulation; and labor relations.

**Introduction to Business. 3-L.** Includes economic issues; international business; government and business; business ownership; entrepreneurship, and franchise; management process; human resource management; production and operations; marketing management; financial management; risk management and insurance; and management and information systems.

**Introduction to Computing. 3-L.** Includes understanding of hardware, software licensing and development tools; development life cycles; data management; connectivity, privacy concerns; intellectual property; network etiquette; telecommunications law; artificial intelligence, and globalization.

**Management Information Systems. 3-UL.** Tests the knowledge of telecommunications; network security; systems analysis and design; business decision making; knowledge management; data warehousing; and data mining.

**Money and Banking. 3-UL.** Tests the knowledge of the role and kinds of money; commercial banks and other financial intermediaries; central banking and the Federal Reserve System; money and macroeconomics; U.S. monetary policy; and the international monetary system.

**Organizational Behavior. 3-L.** Tests the knowledge of scientific approaches, research designs, and data collection methods; individual processes; interpersonal and group processes; organizational processes; and change and development processes.

**Personal Finance. 3-L.** Understanding of credit and debt; major purchases; taxes; insurance; investments; and retirement and estate planning.

**Principles of Finance. 3-UL.** Deals with financial statements and planning; time value of money; working capital management; valuation and characteristics; capital budgeting; cost of capital; and risk and return.

**Principles of Financial Accounting. 3-L.** Includes 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.

**Principles of Supervision. 3-L.** Deals with the roles and responsibilities of the supervisor; planning, organization and staffing; directing at the supervisory level; legal issues; stress management; union environments; and quality concerns.

## **PHYSICAL SCIENCE**

**Astronomy. 3-L.** Includes celestial mechanics; celestial systems; astronomical instruments; the solar system; nature and evolution; the galaxy; the universe; determining astronomical distances; and life in the universe.

**Environment and Humanity: The Race to Save the Planet. 3-L.** Deals with ecological concepts (ecosystems, global ecology, food chains and webs); environmental impacts; environmental management and conservation; and political processes and the future.

**Here's to Your Health. 3-UL.** Covers human development and relationships; fitness and nutrition; disease and prevention; consumer awareness; psychological disorders and addictive behaviors; intentional injuries; and violence.

**Physical Geology. 3-L.** Covers igneous, sedimentary, and metamorphic rocks; weathering, groundwater, glaciers, oceanic systems, deserts, winds, and hydrologic cycle; internal Earth processes; mineral and energy resources; and environmental geology.

**Principles of Physical Science I. 3-L.** Tests the knowledge of 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.

## **TECHNOLOGY**

**Technical Writing. 3-L.** Includes 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. Test takers have the option to write a short essay on one of the technical topics provided.

# EXAM CONTENT FACT SHEETS

## EXAM DEVELOPMENT AND CREDIT

### AWARDING

The DSST exams are developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. The school may choose to award college credit to the student based on the achievement of a passing score. The ultimate passing score for each examination is determined by the school. The school is provided with a recommended passing score established by a national committee of college faculty who teach these courses. A national examination council of college faculty was formed to develop each exam. Exams are scored using one of two scoring methods: Norm-Referenced or Criterion-Referenced Standard Setting. The use of one or the other methodology depends on the DSST exam title. DSST norm-referenced scores range from 20 to 80; while criterion-referenced scores range from 200 to 500.

### CONTENT OUTLINES

A content outline listing content areas covered in each examination is provided for each DSST exam. The approximate percentage of the examination devoted to each content area is also noted. It is recommended to go over the content outline for the exam you are looking into taking, to ensure that it corresponds to the course for what you want to get college credit.

As you prepare to take a DSST exam, the content outline serves as a map to ensure you review all the material needed before you take your exam. It is strongly recommended that you check the exam content outline for the exam you want to take as a first step to prepare for your examination.

### EXAMS WITH OPTIONAL ESSAYS

Two DSST exams include optional essays: **Ethics in America** and **Technical Writing**. These are optional and thus are not scored by DSST 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.

### REFERENCE BOOKS

Each exam content fact sheet provided on [getcollegecredit.com](http://getcollegecredit.com) includes a list of reference publications that were either used as a reference to

create the exam, or 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 on the exam content fact sheets. If you wish to obtain study resources to prepare for the examination, you may reference either the current edition of those 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 this fact sheet. You should **begin by checking textbook content against the content outline** provided **before** selecting textbooks that cover the test 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.

Our partner, Innovative Academic Solutions, offers and maintains a list of DSST reference text books for each test title at their website <http://degreebookstore.com>.

Additional practice exams and other study material for each DSST exam is available online at [www.getcollegecredit.com/testprep](http://www.getcollegecredit.com/testprep).

### SAMPLE QUESTIONS

All test questions are in a multiple-choice format, with one correct answer and three incorrect options. Sample questions are provided with each exam content fact sheet (included in this publication). You may want to review these samples for the type of questions that may appear on the exam. Other sample questions can be found in the form of Practice Exams by visiting our website at [www.getcollegecredit.com](http://www.getcollegecredit.com).

### CREDIT RECOMMENDATIONS

The Center for Adult Learning and Educational Credentials of the American Council on Education (ACE) has reviewed and evaluated the DSST test development process for and content of each exam. Each recommendation is noted in the exam content fact sheet. It is advisable that schools develop a consistent policy about awarding credit based on scores from this test and that the policy be reviewed periodically. Prometric will be happy to help schools in this effort.

The ACE provides both a recommended passing score and a recommended number of credits that could be awarded to successful students. Some schools set their own standards for awarding credit and may require a higher score than the ACE recommendation. Students should obtain this information from the institution from which they expect to receive credit.

# AUXILIARY TESTING MATERIALS

## REFERENCES

No reference materials, papers or study materials are allowed at the testing center. If test takers are found with these or any other aids, they will not be allowed to continue the exam, their answers will not be scored and there are no refunds for the examination.

## SCRATCH PAPER

The Proctor will provide scratch paper for all DSST exams. All scratch paper is considered secure test material and must be collected by the Proctor to be confidentially destroyed or returned along with used test materials.

## PRINCIPLES OF PUBLIC SPEAKING – PART TWO: SPEECH RECORDING

Test centers equipped with the ability to administer the Principles of Public Speaking on the IBT platform will provide a headset with microphone for test takers to record their speech into the system.

Paper and pencil administrations will include a tape recorder for test takers to record their speech.

## ELECTRONIC DEVICES

Electronic equipment is not permitted in the testing room. This includes cell phones, PDAs, cameras, alarm wrist watches, tape recorders, etc.

Pocket items—keys, wallet, etc.—must remain in your pocket during testing.

Other personal items—digital watches, outerwear that is not being worn while testing (sweater, jacket, etc.), briefcases, purses, etc.—are not permitted in the testing room.

## CALCULATORS

Calculators are allowed **only** for the exams listed in the chart below. For these exams, the only calculators that may be used, **NO EXCEPTIONS**, are commercially-produced handheld calculators that are battery or solar-operated, silent, nonprogrammable, and do not have either a full alphabetic keyboard or graphical display.

Alternatively, Internet-based administrations offer a built-in calculator that test takers may use.

Below is a list of auxiliary testing materials that are permitted, or not permitted with DSST examinations:

Exam Code	Exam Title	Calculator Allowed
812	Business Mathematics	Yes
424	Fundamentals of College Algebra	Yes
536	Introduction to Computing	Yes
550	Personal Finance	Yes
524	Principles of Finance	Yes
525	Principles of Financial Accounting	Yes
450	Principles of Statistics	Yes

# FREQUENTLY ASKED QUESTIONS

## **Q. How do I know if my school accepts DSST exams for credit?**

A. You can search the list of school's accepting DSST exams for credit by simply visiting our website at [www.getcollegecredit.com/search](http://www.getcollegecredit.com/search). If you can't find the school of your choice, contact your academic advisor or the admissions officer at your school. Also, before you take a DSST exam consult with your advisor to be sure the exam you want to take fits your curriculum needs.

## **Q. What is the cost for taking a DSST exam?**

A. The current fee is \$80. This fee does not include any administrative costs the testing site may require.

## **Q. What are DSST exams like?**

A. DSST exams are Internet or paper-based, multiple choice formats, some including an optional essay portion. Test takers are given two hours to take the exam but most are completed in 90 minutes. DSST exams must be taken at authorized testing centers, as they are not accessible elsewhere.

## **Q. How do I register for a DSST exam?**

A. Visit [www.getcollegecredit.com](http://www.getcollegecredit.com) to locate an authorized DSST testing center. It is recommended you contact the selected testing center prior to taking the exam to understand their policies. Some locations do not allow walk-ins and require exams to be scheduled.

## **Q. How do I access the results of my exam?**

A. The scores will be sent directly to your selected college or university and are available to the test taker immediately after Internet-based exams are taken. For students who take paper-based exams, scores will be mailed. Public Speaking exam scores may take up to 4 weeks for online testing and 8 weeks for paper testing, to allow the audio portion to be rated.

## **Q. Where do I find my institution's 4-digit DSST code?**

A. You can locate your institution's DSST code by searching for your institution on our website at [www.getcollegecredit.com/search](http://www.getcollegecredit.com/search). The code is located on the left corner of the institution's name.

## **Q. What if there are testing irregularities?**

A. Testing irregularities that affect the test taker can occasionally occur, such as administrative errors, defective materials, availability of test content and other disruptions of test administrations. In the event of these occurrences, Prometric will investigate, and appropriate actions will be taken based on the findings.

## **Q. What types of special accommodations can be provided?**

A. Test centers and Prometric will provide reasonable testing accommodations set forth under the Americans with Disabilities Act (ADA) to allow test takers with documented disabilities to participate in taking DSST exams. If you have a disability and require special arrangements, please submit official documentation of the disability to the testing site. This will be forwarded to Prometric for review in determining the necessary arrangements to be given, which are at no additional cost. Prometric requires 30 days' advance notice for all special accommodations.

## **Q. What form of ID should I bring to the testing location when I take a DSST exam?**

A. All test takers are required to present a valid form of identification to take an exam. The identification must be non-expired, government-issued (driver's license, state-issued identification card, passport, or military identification card) and must have your current photo and signature and exactly match the name used to register for the exam. Military personnel are required to show a military ID and a U.S. government or state photo ID. Failure to present the required identification will prevent you from taking the exam.

## **Q. What items can I bring to the testing center?**

A. If your exam requires the use of a calculator, you may bring a calculator that meets the specifications (refer to the Auxiliary Testing Materials section of this publication). For paper-based exams, you may also bring No. 2 pencils with an eraser and black ballpoint pens. Regardless of the exam methodology, you are **NOT** allowed to bring reference or study materials, scratch paper, electronics such as cell phones, personal handheld devices, cameras, alarm wrist watches, or tape recorders to the testing center.

## **Q. I am a veteran enrolling back into college; do I have any discount on DSST exam fees?**

A. DSST is an approved VA National Testing Program under the Post 9/11 GI Bill. The VA will reimburse the DSST exam fee (\$80) and the testing center administrative fee (amount varies per location).

## **Q. What if I still have questions?**

A. Should you have more questions or need more information, you can contact us through one of the following:

DSST's website: [www.getcollegecredit.com/contact](http://www.getcollegecredit.com/contact)  
Customer Service Line (toll free): **1-877-471-9860**  
Local Calls (toll): **1-651-603-3012**  
Email: [getcollegecredit@prometric.com](mailto:getcollegecredit@prometric.com)

# HOW TO GET OFFICIAL TRANSCRIPTS

## **AUTOMATIC TRANSCRIPT GENERATION**

Your initial exam fee (US \$80) includes the ability to send an official score report to your credit-accepting institution. You must provide the institution's 4-digit DSST code at the time of the examination in order to have scores successfully submitted.

### **Where to find your institution's DSST code**

Simply perform a search in our institution database at [www.getcollegecredit.com/search](http://www.getcollegecredit.com/search). The 4-digit DSST code is located on the left corner of the institution's name. If your institution is not listed, email Prometric at [getcollegecredit@prometric.com](mailto:getcollegecredit@prometric.com) with the full name and address of the institution so a code number can be established.

### **Internet-Based Exam Score Reporting**

To enter the DSST code for online exams, fill in the field titled "Institutional Score Report Recipient" with the 4-digit DSST code of the institution that will receive the official scores. If you have a user profile already established, update your personal information if you need to edit your institution's DSST code.

DANTES-funded military test takers will automatically get an electronic copy of their scores sent to their Transcript Service office.

### **Paper & Pencil Exam Score Reporting**

To enter the DSST code for paper exams, fill in the space provided for "Score Report Recipient Institution Code" (#11 on the answer sheet). The official score report will be sent directly to the college or university you designate. Score reports are sent out approximately four weeks after testing.

DANTES-funded military test takers testing on paper forms can check with their Base Education Office for a copy of their score report. In addition, a copy is automatically sent by Prometric via U.S. mail to the designated Transcript Service office.

## **SHOULD YOU NEED ADDITIONAL COPIES OF YOUR TRANSCRIPT**

To request a transcript, use one of the forms provided in this publication or download the Transcript Order Form from [www.getcollegecredit.com](http://www.getcollegecredit.com).

One transcript may include scores for one or more exams taken.

Check with your school 3-4 weeks after ordering your transcript to verify that it has received your transcript. If for some reason your school has not received them, please contact Prometric at 877-471-9860 within 90 days of your transcript request and we will re-send the transcript free of charge.

## **TRANSCRIPTS FOR MILITARY MEMBERS**

Prometric houses a series of military educational scores in addition to DSST military scores. These include CLEP scores as well as high school records for military dependents attending school overseas.

Below is the list of available military transcript forms and a brief description of each:

**USAFI/GED Transcript Order Form** – for DSST and CLEP exams taken before July 1, 1974.

**Military Transcript Order Form** – use this form to request DSST and CLEP scores for exams taken after July 1, 1974.

**DODDS Transcript Request Form** – for the Department of Defense Dependent Schools (DODDS) high school records that are 6 or more years old.

These forms are provided in the following pages of this publication and are also available for download online at [www.getcollegecredit.com](http://www.getcollegecredit.com).



# DSST TRANSCRIPT ORDER FORM

(\$30 fee per transcript)  
Please **TYPE** or **PRINT** all information requested below.

**FOR  
CIVILIANS**

Mail completed form to: Prometric, ATTN: DSST Transcript Request, 7941 Corporate Drive, Nottingham, MD 21236. OR, if paying by credit card, FAX completed form to: (651) 603-3008. **\*\*PLEASE DO NOT EMAIL\*\***

### Payment/Fee Information

A **\$30** fee is charged for **each** transcript ordered. A transcript may include any or all DSST scores.

**NOTE:** Transcripts are mailed within three weeks after receipt of the order form at Prometric.

Transcript Orders	Unit Price	X	QTY	=	Total Fee
To be sent to Personal Home Address (listed under "Personal Information" below)	\$30				\$
To be sent to School(s) (complete school address in box(es) below)	\$30 (per school)				\$
<b>Order Total</b>					<b>\$</b>

**Payment:** Fee(s) may be paid by MasterCard, Visa or American Express, certified check or money order, payable to Prometric. Incomplete forms or forms received without the correct fees will be returned. **Personal checks and cash are not accepted. Fees are nonrefundable.**

To pay for your transcript with MasterCard, Visa or American Express, please supply the information below:

Credit Card:	<input type="checkbox"/>	VISA	<input type="checkbox"/>	MC	<input type="checkbox"/>	AMEX	Exp. Date (MM / YY)	Signature:
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Credit Card Number:

[ ] [ ] [ ] [ ] [ ]	-	[ ] [ ] [ ] [ ] [ ]	-	[ ] [ ] [ ] [ ] [ ]	-	[ ] [ ] [ ] [ ] [ ]
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### Test Taker Information

Last Name (include Maiden Name or Former Last Names, if applicable)	First Name	Middle Initial	Social Security Number - -
Street Address (including Apt. number or P.O. Box, if applicable)			Date of Birth (MM/DD/YYYY) / /
City	State	ZIP Code	
Phone Number (including area code) ( )	Email Address		

### Transcript Information

<b>Please prepare my transcript and include the following (Check only one)</b>
<input type="checkbox"/> Scores on all tests <input type="checkbox"/> Only test scores that are at or above the ACE Recommended Minimum Score
<input type="checkbox"/> Only scores on test titles listed below:
Test Titles:
Approximate Date of Last DSST (MM/DD/YYYY):

### Permission for release of records (transcripts will not be issued without signature)

I hereby authorize Prometric to release my DSST Transcript(s) to the address(es) below.

Test Taker's Signature:	Date:
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### Address(es) where Transcript(s) should be sent

<input type="checkbox"/> Personal Home Address (as listed above)			
School Name:	School Name:		
Attn:	Attn:		
Address:	Address:		
City & State:	Zip Code:	City & State:	Zip Code:



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# USAFI/GED TRANSCRIPT ORDER FORM

(\$30 fee per transcript)

Please **TYPE** or **PRINT** all information requested below.

For CLEP and DSST scores on tests taken before July 1, 1974

Mail completed form to: Prometric, ATTN: DSST/CLEP Transcripts, 7941 Corporate Drive, Nottingham, MD 21236. OR, if paying by credit card, FAX completed form to: (651) 603-3008. **\*\*PLEASE DO NOT EMAIL\*\***

## Payment/Fee Information

A **\$30** fee is charged for **each** transcript ordered. A transcript may include any or all DSST and CLEP scores taken **while in the military**.

**NOTE:** Transcripts are mailed within three weeks after receipt of the order form at Prometric.

Transcript Orders	Unit Price	X	QTY	=	Total Fee
To be sent to Personal Home Address (listed under "Personal Information" below)	\$30				\$
To be sent to School(s) (complete school address in box(es) below)	\$30 (per school)				\$
<b>Order Total</b>					<b>\$</b>

**Payment:** Fee(s) may be paid by MasterCard, Visa or American Express, certified check or money order, payable to Prometric. Incomplete forms or forms received without the correct fees will be returned. **Personal checks and cash are not accepted. Fees are nonrefundable.**

To pay for your transcript with MasterCard, Visa or American Express, please supply the information below:

Credit Card:	<input type="checkbox"/> VISA	<input type="checkbox"/> MC	<input type="checkbox"/> AMEX	Exp. Date (MM / YY)	Signature:
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Credit Card Number:

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
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## Personal Information (please TYPE or Print all information requested below):

Last Name (include Maiden Name or Former Last Names, if applicable)	First Name	Middle Initial	Social Security Number
Service Number	Approximate Date of Last USAFI/GED Test (MM/DD/YYYY)		
Street Address (including Apt. number or P.O. Box, if applicable)			Date of Birth (MM/DD/YYYY)
City	State	ZIP Code	
Phone Number (including area code)	Email Address		

## Transcript Information

### Permission for release of records (transcripts will not be issued without signature)

I hereby authorize Prometric to release my transcript(s) to the address(es) below.

Test Taker's Signature:	Date:
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### Address(es) where transcript(s) should be sent

<input type="checkbox"/> Personal Home Address (as listed above) and/or			
School Name:	School Name:		
Attn:	Attn:		
Address:	Address:		
City & State:	Zip Code:	City & State:	Zip Code:



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# MILITARY TRANSCRIPT ORDER FORM

(\$30 fee per transcript)

Please TYPE or PRINT all information requested below.

For CLEP and DSST scores on tests taken after July 1, 1974

There is no charge for transcripts sent to DANTES Test Control Officers (TCO's). Mail completed form to: Prometric, ATTN: DSST/CLEP Transcripts, 7941 Corporate Drive, Nottingham, MD 21236. OR, if paying by credit card, FAX completed form to: (651) 603-3008. \*\*PLEASE DO NOT EMAIL\*\*

## Payment/Fee Information

A \$30 fee is charged for each transcript ordered. A transcript may include any or all DSST and CLEP scores taken while in the military.

**NOTE:** Transcripts are mailed within three weeks after receipt of the order form at Prometric.

Transcript Orders	Unit Price	X	QTY	=	Total Fee
DANTES Test Control Officer (DANTES TCO), DANTES TCO ID#: (DANTES TCO's are sent unofficial transcripts for counseling purposes only. For your DANTES TCO to receive an unofficial transcript, you MUST provide the DANTES TCO ID Number in the shaded box.)	No charge				\$0
To be sent to Personal Home Address (listed under "Personal Information" below)	\$30				\$
To be sent to School(s) (complete school address in box(es) below)	\$30 (per school)				\$
<b>Order Total</b>					<b>\$</b>

**Payment:** Fee(s) may be paid by MasterCard, Visa or American Express, certified check or money order, payable to Prometric. Incomplete forms or forms received without the correct fees will be returned. **Personal checks and cash are not accepted. Fees are nonrefundable.**

Credit Card: <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX	Exp. Date (MM / YY)	Signature:
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Credit Card Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## Personal Information (please TYPE or Print all information requested below):

Last Name (include Maiden Name or Former Last Names, if applicable)	First Name	Middle Initial	Social Security Number
			- -
Street Address (including Apt. number or P.O. Box, if applicable)			Date of Birth (MM/DD/YYYY)
			/ /
City	State	ZIP Code	
Phone Number (including area code)	Email Address		
( )			

## Transcript Information

<b>Please prepare my transcript and include the following (Check only one)</b>
<input type="checkbox"/> Scores on all tests <input type="checkbox"/> Only test scores that are at or above the ACE Recommended Minimum Score
<input type="checkbox"/> Only scores on test titles listed below:
Test Titles:
Approximate Date of Last DSST or CLEP Test (MM/DD/YYYY):

## Permission for release of records (transcripts will not be issued without signature)

I hereby authorize Prometric to release my transcript(s) to the address(es) below.

Test Taker's Signature:	Date:
-------------------------	-------

## Address(es) where transcript(s) should be sent

<input type="checkbox"/> Personal Home Address (as listed above) and/or			
School Name:	School Name:		
Attn:	Attn:		
Address:	Address:		
City & State:	Zip Code:	City & State:	Zip Code:

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**DEPT OF DEFENSE DEPENDENT SCHOOLS  
DODDS – TRANSCRIPT REQUEST FORM**

Prometric receives and maintains the high school records for military dependents attending school overseas. These records are sent to our DANTES' office five years after attendance. DODDS maintain their own records for four years. During the fifth year, the records go to the DODDS regional office. After the fifth year, these records are sent to the DANTES Program at Prometric.

If it is less than five years, contact one of these regional offices:

DODDS EUROPE REGION ATTN: TRANSCRIPT REQUEST UNIT 29649 APO AE 09096	DODDS PACIFIC REGION ATTN: TRANSCRIPT REQUEST UNIT 35007 FPO AE 96373-5007
PHONE: 011-49-611380-7614 FAX: 011-49-611380-7565	PHONE: 011-81-611-745-2241/2340 FAX: 011-81-988-764-263

If it has been more than five years, complete the required information below:

**EMAIL: [pnj-Dantes@prometric.com](mailto:pnj-Dantes@prometric.com)**

MAIL TO: PROMETRIC, ATTN: DANTES-DODDS, 7941 CORPORATE DRIVE, NOTTINGHAM, MD 21236

Fax to: 651-603-3008

\_\_\_\_\_  
Your Current Name (PLEASE PRINT)

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Your Current Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Your Name While Attending the School

\_\_\_\_\_  
Name of School(s) Attended

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Year of Departure

or

\_\_\_\_\_  
Year of Graduation

\_\_\_\_\_  
Name and Address to Send Your Transcript

\*Currently, there is no charge for DODDS transcripts  
ALLOW 10-14 BUSINESS DAYS FOR PROCESSING

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