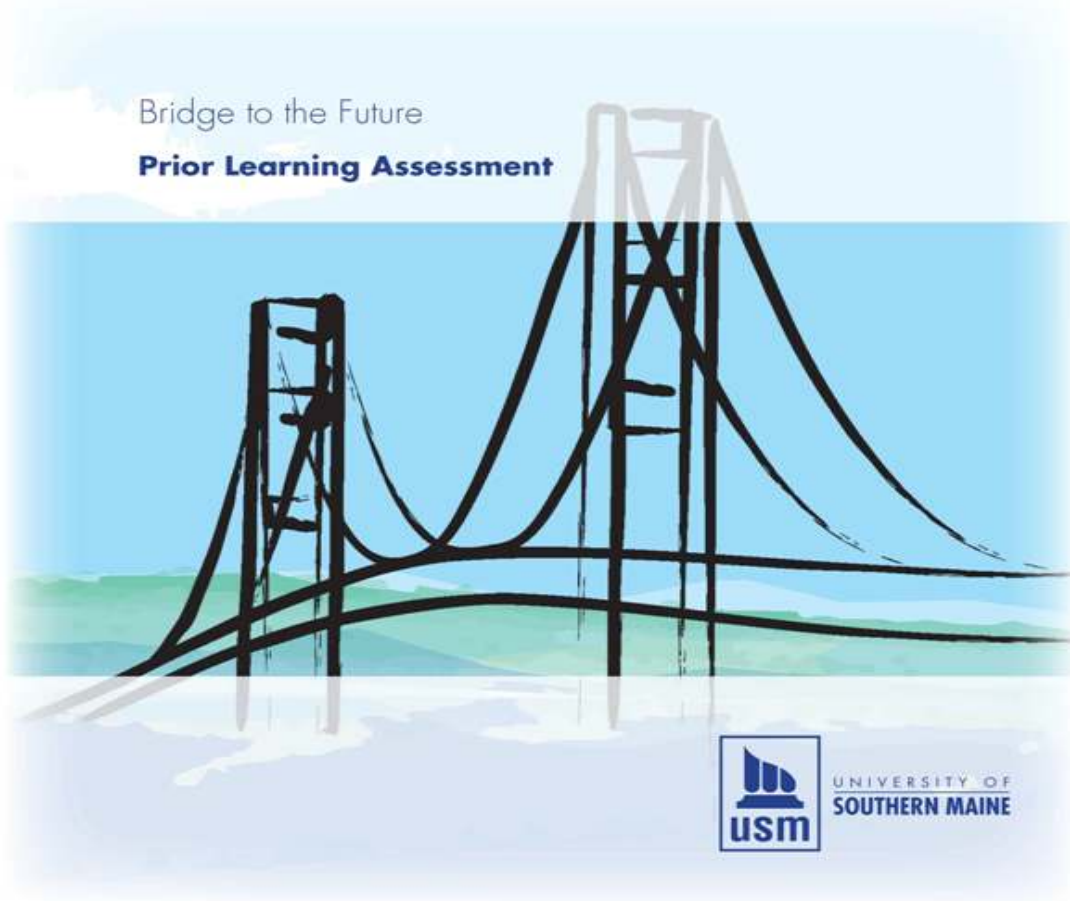


DANTES EXAMS



TO REGISTER

1. Complete the attached registration, DANTES Application and Payment Form.
2. Submit **with the registration form**, a check payable to USM for **\$125** per exam. You may take up to two exams on one test date.
3. A member of the testing staff will assign an individual test date, convenient to you and the PLA staff.
4. Please allow at least two weeks between application and examination date. Allow 3-4 weeks for test results to arrive.
5. Please be advised that incomplete or missing information on your application form will delay the process.

DANTES WEBSITE: www.getcollegecredit.com

ON TEST DAY

EXAMS START PROMPTLY. Arrive at the test site at least 15 minutes prior to the start of the exam.

Test takers should arrive on test day...

- fifteen minutes prior to the scheduled start of the test.
- with current picture ID with signature (driver's license or state ID).
- with at least two #2 pencils for the multiple choice portion of the exam.
- with a calculator (if test allows).

NOTES TO TEST TAKERS

- * The test coordinator will contact you with a test date upon receipt of your application materials.
- * Test takers who choose to re-take the same exam must wait 180 days between test dates.
- * Prior Learning Assessment credits at USM do not count toward USM residency requirement; do not affect GPA; do not qualify for financial aid payment or financial academic progress.

CANCELLATION/REFUND/RESCHEDULING POLICIES

RESCHEDULING: Rescheduling a test date requires a \$35 rescheduling fee and a completed *Reschedule of Test Date* form which can be obtained at the Office for Prior Learning Assessment, 253 Luther Bonney Hall, Portland Campus, or at <http://www.usm.maine.edu/pla>.

1. You have a 3-month period to reschedule from the originally scheduled test date. After that 3-month period, you must submit new registration forms, test, and administration fees.
2. If you reschedule an exam more than once, you will be placed on a stand-by list for future administrations of the exam up to 3 months from the originally scheduled date, with the payment of the rescheduling fee of \$35 for each rescheduling.

CANCELLATIONS/REFUNDS: If you must cancel, please contact the Office for Prior Learning Assessment during office hours. To receive a refund, you must complete, sign, and submit the *DANTES Refund* form, available from the PLA office. Refunds may take up to six (6) weeks to process.

1. If you cancel seven (7) or more days before the scheduled test date, you will receive a refund equivalent to the cost of the DANTES exam (\$80). A fee of \$35 will be charged to reschedule and the policies regarding rescheduling will be in effect.
2. If you cancel six (6) days or fewer before the test date, you will not be eligible for a refund. A fee of \$35 will be charged to reschedule the exam and the policies regarding rescheduling will be in effect.
3. If you arrive after the start time of the scheduled exam, and therefore are not permitted to take the exam, you may reschedule with payment of the \$35 rescheduling fee and the rescheduling policies will be in effect.

NO SHOW: If you are not present on test day and have not notified the test center to cancel, you will not be eligible for a refund. You must resubmit new registration forms, along with new test and administration fees for the next available test date. Additionally, the rescheduling fee will be charged.

POSTING CREDITS

- * The fee to process DANTES credits is \$15 **per transcript**. The posting fee form can be obtained at the Office for Prior Learning Assessment, 253 Luther Bonney Hall, Portland campus or at <http://www.usm.maine.edu/pla>.
- * No credit can be awarded for duplication of course content.

Posting credits to a USM transcript requires.....

an official test transcript sent from DSST (DANTES parent company) to USM

Posting credits at another institution

requires test takers to confirm the process for posting credits to transcripts with the other institution.

SUBMITTING APPLICATION

In person: Office for Prior Learning Assessment
253 Luther Bonney Hall
University of Southern Maine
Portland Campus

SUBMITTING SCORE TRANSCRIPT

By mail: DANTES Processing
253 Luther Bonney Hall
P.O. Box 9300
Portland, ME 04104-9300

DANTES EXAMINATION APPLICATION and PAYMENT FORM

Please print the following information:

Birth date: _____

NAME _____ **SS#** _____

MAILING ADDRESS _____

DAYTIME PHONE _____ **E-MAIL ADDRESS** _____

TEST: Number _____ Title _____

Number _____ Title _____

Billing ONLY

Account to be credited: **06-6805005-45380-62-00**

Credit card Type: Visa MC Discover
V# _____

Indicate the amount received: _____

Name on card: _____

Date received: _____

Card Number _____

Cash Check

Exp. Date _____

Name _____ Address _____

City _____ State _____ Zip _____ Phone _____