



Excelsior College Examination Information

The Excelsior College registration guide contains detailed information about how to register and take computerized Excelsior College examinations through Prometrics Test Center in Maine. The following table highlights key information.

To Start the Process	Contact Excelsior at admissions@excelsior.edu , www.excelsior.edu or 1-888-723-9267 to order registration materials and exam study guides.
Authorization to test letter and Test Window	About two weeks after sending in your registration and payment, you will receive an "authorization to test letter." Your letter will indicate a test window (approx. 90 days) during which you must take your test. Call the Prometrics Test Center (775-5812) immediately after receiving your letter to schedule your examination. You cannot schedule with Prometrics until you receive this letter.
Maine Testing Sites and Telephone Numbers	Prometrics Test Centers and telephone numbers: South Portland (207) 775-5812, 761-1178, or 773-2032 Orono (207) 581-1708 The Prometrics national customer service number is 1-800- 967-1100 .
To request special accommodation	Call the Prometrics Test Center at 1-800-967-1139 to make arrangements for special accommodations.
Bring to test	Two <u>acceptable</u> forms of ID including a photo ID. Refer to manual.
Arrival time	Be at the Prometrics Test Center 30 minutes before your test starts. This will give you time to take the tutorial on how to use the computer system before your 3 hour test time begins.
General Test Information	Your picture will be taken as part of the test verification process. The computerized tests generally last 3 hours, but you may leave when you are finished. You will get your score results immediately.
To get credit at USM	After comparing your test score to the USM's passing score, <u>submit the official score report with the Prometrics seal, the Excelsior Posting Fee Form, and payment to USM for \$10 to:</u> Office for Prior Learning Assessment, 253 Luther Bonney Hall, Portland, Maine 04104-9300
Cancellation and rescheduling Procedures	There is no charge to reschedule an examination within your test window, as long as the request is made by <u>NOON two business days prior to scheduled appointment</u> . A \$15 processing fee is nonreturnable if you cancel. Check the manual carefully to avoid forfeiting your entire test fee.
Inclement weather	If the Prometrics Test Center is open, you must take your test or forfeit the test fee. We suggest that you not schedule exams during the winter unless you have reliable transportation.