FULLY-FUNDED NATIONAL TEST CENTER ESTABLISHMENT ON-BASE

Military Education Centers interested in establishing a Fully-Funded National Test Center (NTC) coordinate with a local or on-base institution (college or university), the base Commanding Officer and DANTES. The advantages of having a NTC on base are many. Computer-based testing reduces administrative work associated with paper-based test administration; DANTES funds the test and examination fee, and students receive instant score results.

At the Fully-Funded NTC located on-base, the institution (not the test site) is responsible for providing staff, computers, technical support, and Internet connection. The base provides the room/space for the computer lab. It is a win-win situation for the institution if they already have a computer lab, as it maximizes the use of their computers and generates funding to maintain and operate their facility. Service members' pay nothing while testing on base and receive instant score results.

CLEP and DSST technical support and software are provided at no charge to institutions. Fully-Funded NTCs have the flexibility to use their computer equipment, staff and testing rooms for other purposes; however, the security of testing rooms must be maintained at all times. A minimum number of testing stations is not required.

Here are the steps to get the base and institution started:

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1. Complete a **Memorandum Of Understanding (MOU)**.
Initiated by the ESO or Education Center Director, the MOU is an agreement between the institution and the base. DANTES N32 will provide a sample MOU upon request to exams@navy.mil or call 850-452-1919, DSN 459-1919. The MOU must be signed by all parties and returned to DANTES N32.

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2. The institution that plans to offer testing services should **contact each of the National Testing Agencies** for guidance.

College Board (CLEP eCBT)
Email: clep@collegeboard.org
Phone: 212-713-7779

Prometric (DSST iBT)
Email: pnj-dsst@prometric.com
Phone: 443-455-6243

Steps continues on next page . . .

Provide the following to DANTES, N32:

CONTACT NAME & TITLE
INSTITUTION NAME
PHYSICAL ADDRESS OF THE INSTITUTION
TELEPHONE NUMBER
EMAIL ADDRESS

3. Institution Completes an **Application & Payment Agreement** with College Board and Prometric.

The institution should also complete:

CLEP	DSST
An **Application** with College Board	A **Letter of Agreement** with Prometric
	In addition to the agreement, the institution will receive a web link to the **DSST Test Administration Guide** with 3-Step instructions to begin DSST online testing.

4. The Fully-Funded NTC Identifies a **Master Site Administrator (MSA).**

The MSA actively manages the overall testing program and procedures, though not necessarily acting as on-site supervisor. The MSA should have a bachelor's degree and have experience with administering standardized tests. The MSA does not have to be the same person that administers the exams. The testing agencies do not allow students enrolled in undergraduate programs to proctor the tests or be involved with the CLEP software, or Internet-based DSST testing in any way. **NOTE: MSA OR NTC ADMINISTRATORS WILL NOT ADMINISTER ANY PAPER-BASED EXAMS AT THE NTC OR AT THE DANTES TEST SITE. THESE EXAMS INCLUDE ACT, SAT, AND GRE SUBJECT. TCO'S/ATCO'S OR ANY GOVERNMENT PERSONNEL <u>CANNOT</u> ADMINISTER EXAMS AT THE NTC.**

5. Paper-Based Exams Are Returned – ALL PAPER-BASED CLEP AND DSST EXAMS ARE DISCONTINUED.

6. Testing Begins

Access to DSST IBT software is provided with the Letter of Agreement (LOA).
The CLEP IBT software and Administrator's Handbook is mailed to the institution and the software is installed on computers. Training opportunities are available for NTC Administrators.