

AMERICAN SOCIAL SERVICES OF UPTOWN, INC.
Dept: Cognitive Testing Center
&
PROMETRIC\DSST

The **DSST** Program (formerly known as the DAN TES Program) is a credit-by-examination testing program provided by Prometric Inc.

Colleges, universities, and corporations use the DSST Program to measure knowledge in a particular subject area. Based on the achievement of a passing examination score, candidates can receive college credit and continuing education credit to speed themselves to competency and life changing credentials. Each institution determines its passing score requirements for a DSST.

- 1. First check with your institution if they can accept DSST credits**
- 2. Check with your school counselor**

The DSST Program offers 38 test titles in a wide range of college-level academic, technical, and business subjects. Some of the test areas are in subjects that people may have been introduced to through a hobby or special interest (e.g., astronomy, anthropology, and art), while other tests cover material that individuals have learned on the job, such as financial accounting, banking, personnel supervision, and law enforcement.

DSSTs Attract Students to Your Institution

Institutions that use DSST as a credit-by-examination tool gain a competitive edge over other institutions since:

- ✓ DSSTs allow students to earn valuable college credits for life experiences.
- ✓ DSSTs provide flexible education options.
- ✓ DSSTs enable students to continue their education at institutions that participate in the DSST program

If your institution currently awards college credit for DSST, and is not listed in the directory, please email us at dsstcenter@prometric.com, or call the DSST Program at 866-794-3497. A DSST Identification Number will be assigned to your institution and it will be added to the list of participating institutions on our web site.

DSST Test Fee

The candidate pays the \$80.00 test fee, which covers the test and scoring services. Internet-based testing fees are paid by **credit card** only at the workstation at the time of testing.

IMPORTANT: Test takers who pay their test fees by credit card should be reminded test fees are not charged to their account until they click **"Begin Test"**.

Test Administration Fee

Test Centers may charge test takers an additional fee for the cost of administration in accordance with test center policy. This fee is separate from the DSST test fee and is determined by and paid directly to the test center. CALL CENTER OR SEE BELOW FOR FEE

First time registration fee is \$25.00. Seating fee is \$50.00. (Returning candidate pay only \$50.00 seating fee)

Scheduling Examinations

DSST examinations may be scheduled at the convenience of the test center. Please see registration and exams dates attached.

Score Recipient Codes

VERY IMPORTANT: Please refer test takers to the *DSST web site* in order to obtain an institution code prior to launching the test. The list of participating institutions is available on the web site only, and can be viewed and/or downloaded by visiting <http://getcollegecredit.com/search.html>.

If no code is entered at the time of testing, a \$30 transcript fee will be required.

When scheduling a test, please inform students they must check with the credit awarding institution to determine if the essay portion of the Technical Writing or Ethics in American exam is required. This should be done *prior* to testing.

Student Identification

Prior to the test administration, all test takers must present current and valid picture identification such as a driver's license, passport, or picture student identification card. Expired identification is not acceptable. Students may not test without appropriate identification. Only test-takers should be permitted into the testing room. No unauthorized visitors are permitted. PLEASE SEE THE REQUIREMENTS ON THE ACCEPTABLE FORMS OF IDENTIFICATION FOR MILITARY MEMBERS PAGE FOR IDENTIFICATION EXCEPTIONS FOR ACTIVE DUTY MILITARY MEMBERS.

Auxiliary Test Materials

Test takers are not to use aids unless specified on the DSST Auxiliary Test Materials List. Books, dictionaries, programmable calculators, telephones, pagers, and other communications equipment are not permitted in the testing room when taking online DSST examinations.

The administrator will provide scrap paper for all exams administered. All scrap paper is considered secure test material and must be collected by the Test Administrator and returned along with used test materials so that Prometric may confidentially destroy it.

Advise test takers at the time they schedule an examination that these items will not be permitted during testing.

Essays: The essays for Ethics in America and Technical Writing are “optional” and thus are not scored by raters. Essays are forwarded to the college or university designated by the test taker – along with the score report – for their use in determining the award of credit.

Prior to taking the exam, the test taker is advised to check with the credit-awarding institution to determine whether the essay is required.

Score Reports

Online score reports are produced immediately after the test has ended. If the test center has configured the Lockdown shell to "Enable User Printing", the candidate can print their score report by clicking on the printer icon at the bottom of the screen. Official score reports are mailed to the candidate's designated institution (if selected at the time of testing) within seven to ten business days. If there is no designated institution at the time of testing, no score report is mailed, and a transcript fee will be required

Retesting

Test-takers must wait three (3) months (90 calendar days) from their last test date to retest on the same DSST title(s). Taking alternate forms of a test title does not change this policy. Any attempts to retest on the same title in less than the specified time will automatically generate an "Invalid" Score Report. This will cause the test-taker to wait an additional 90 calendar days.