

DSST (DANTES) Exams

The DANTES Subjects Standardized Tests (DSSTs) is an additional way that students enrolled at the University of St. Francis may receive credit for college-level learning. Students who are interested in completing DANTES tests should consult with their advisor regarding the applicability of particular examinations toward their educational program. For additional information about eligibility or how to obtain DANTES information, contact the Prior Learning Assessment Coordinator at (815) 740-3590.

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Policies

Students are eligible to apply for DANTES credit before completing a total of 96 semester hours of college credit. The University of St. Francis accepts most DSST tests for currently enrolled students when those test scores meet or exceed institutionally established minimum standards. (Accepted tests and minimum scores are listed later in this information.) DSST credit cannot duplicate what is awarded for a completed course and/or equivalency. DSST tests are not calculated in the student's grade point average. Scores that do not meet the University of St. Francis guidelines will not be recorded on the student's transcript. A maximum of 33 semester hours can be earned in any program of advanced standing, either alone or in combination. The University of St. Francis accepts and administers DSST exams, through the Academic Advising Office.

DSST Publications

The Candidate Information Bulletin and DSST Directory of Colleges are available on the Internet at <http://getcollegecredit.com> . These materials are also available at no cost through the Prior Learning Assessment Coordinator at the University of St. Francis or by emailing Prometric at pnj-dsst@prometric.com. For each test, there is a Fact Sheet/Study Guide that gives information about topics that will be covered, books that will be useful for the review, the number of questions on the test, and the passing score recommended by the American Council on Education (ACE) for granting credit. The Fact sheet/Study Guides also contain sample test questions to give you an idea of what the test is like. These are available at: http://www.getcollegecredit.com/06colleges_d.html or you may order a free copy of the Fact

Sheet/Study Guide you need by completing and mailing in the Fact Sheet/Study Guide order form on page 9 of the Candidate Information Bulletin. You may also send an e-mail request to pnj-dsst@prometric.com . When sending an e-mail request, please include your name and complete mailing request.

Requesting DSST Transcripts

Your test fee entitles you to two score reports. One will be sent directly to you. To qualify for a second report, you must be currently enrolled in a participating school. The University of St. Francis is a participating school. Simply record the USF code (8656) in the space provided on your examination and the transcript will be mailed to the University of St. Francis.

There is a transcript fee of \$20 per transcript charged if the score report is not requested at the time of testing. A transcript may include any or all DSST scores. To request a transcript please complete the transcript order form located at <http://getcollegecredit.com/pdfs/TRNSCRPTDSST.pdf> and mail it along with your \$20 payment to (allow four weeks after testing to receive your score report):

Prometric
The DSST Program
2000 Lenox Drive, Third Floor
Lawrenceville, NJ 08648

The school information needed on the transcript order form is as follows:

University of St. Francis
Attn: Coordinator of Prior Learning
500 Wilcox St.
Joliet, IL 60435

University of St. Francis DSST policy

<u>Title</u>	<u>Minimum score</u>
Business	
Business Law II	52
Finance, Principles of	46
Introduction to Business	46
Introduction to Computing	45
Management Information Systems	46
Money and Banking	48
Human Resource Management	46
Principles of Financial Accounting	49
Principles of Supervision	46
Humanities	
Art of the Western World	48
Introduction to World Religions	48
Ethics in America	46
Principles of Public Speaking	47

Technical Writing	46
Mathematics	
Fundamentals of College Algebra	47
Principles of Statistics	48
Business Mathematics	48
Sciences	
Astronomy	48
Environment and Humanity: The Race to Save the Planet	46
Physical Geology	46
Principles of Physical Science I	47
Here's to Your Health	48
Social Sciences	
A History of the Vietnam War	49
Civil War and Reconstruction	47
Contemporary Western Europe	48
An Introduction to the Modern Middle East	44
Rise and Fall of the Soviet Union	45
Criminal Justice	49
Drug and Alcohol Abuse	49
Fundamentals of Counseling	45
General Anthropology	47
Lifespan Developmental Psychology	46

Education

Foundations of Education*	46
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All courses achieving the minimum score receive three semester hours of credit.

*DANTES scores for Foundations of Education will be accepted from students who are not seeking teaching certification. DANTES scores in Foundations of Education will not be accepted from students going through one of the USF approved education programs.

Exam Descriptions

The Academic Resource Center in the USF library has a variety of test resources in the Career Collection, which is by the reading area next to the Reference Desk. In addition, there is much information regarding test preparation, including exam descriptions at:

<http://getcollegecredit.com/testprep/>

Re-taking the Test

You may not repeat an examination of the same title within 90 days of the initial testing date. If you retake the examination within the six-month period, your exam will be considered invalid, your score will be cancelled, and any test fees will be forfeited.

Score Reports

You will receive a copy of your exam score upon completion of the exam and be able to log in to your DSST account to retrieve test score information.

Special Accommodations

DSST and the University of St. Francis are committed to working with test-takers with disabilities. Students with documented disabilities may be eligible to receive testing accommodations. Contact the Academic Resource Center (815-740-5060) at least two weeks before your scheduled exam date to ask for reasonable, appropriate and timely accommodations. Current written documentation of the disability (within three years) by an appropriate credentialed professional is required with your request. Documentation should include:

- a diagnosis,
- a description of the diagnostic methodology,
- a description of the current functional limitations, and
- a description of current and past accommodations with recommendations for accommodations for testing situations.

Steps Before, During and After Examination Day

1. Visit the DSST program site at: <https://ibt1.prometric.com/index.asp?ibt=3962213397>
2. Review the exam descriptions and answer sample questions in either the official guide or the individual guides. Use the answer key to determine your number of correct responses. Although these questions will not appear on the actual exam, the proportion of sample questions you answer correctly should give you a rough estimate of the proportion of questions you will be able to answer correctly on the exam.
3. Become familiar with the computer-based format of DSST exams.
4. Check with the USF online bookstore or library to find out which books are used for the equivalent course in the exam subject.
5. Check with the library to locate study aids relevant to the exam you plan to take.
6. If you are a DANTEs-funded military candidate, you can obtain free study materials through your base education center.
7. On the exam day, plan to arrive in advance of your exam appointment time at Tower Hall, Room N320, 500 Wilcox Street, Joliet, Illinois 60435.
8. Make sure you register as a First Time User, regardless of whether or not you registered for a practice examination previously.
9. You must bring two forms of identification. The primary form must be a government-issued photo ID with signature, such as a passport, state-issued driver's license, state-issued ID card, tribal ID, naturalization card or certificate of citizenship.
10. The secondary form of ID must have a photo or signature, such as a Social Security card, student ID, credit card, or employee ID. All DANTEs-funded military candidates must present a current military ID.

11. Scratch paper will be provided by the test center.
12. Exam rest breaks are not scheduled.

Testing Fees

The fee for each DSST exam is \$80.00.

DSST exams are free to all eligible military personnel and civilian employees (with proper military ID). Test fees must be paid by valid credit card or debit card (preferred method of payment) or a check or money order made payable to DSST. A separate payment is required for each DSST exam. USF charges a nonrefundable administrative fee of \$15.00 to accompany your registration form. Military candidates are required to pay the administrative fee.

Testing Times and Location

DSST testing will take place in the Advising Center in Tower Hall by appointment. When you register for the exam, you will be asked to select a first choice date and second choice date. Every effort will be made to accommodate your request. See the available times below:

Day	Available Test Times
Tuesday	8:00 am – 7:00 pm
Thursday	8:00 am – 7:00 pm
Friday	8:00 am – 7:00 pm
Saturday	8:00 am – 12 noon

For more information, please contact The Advising Center, located in N320, Tower Hall, at (866) 890-8353 or (815) 740-3590.

To register for a test, please contact Pat McClintock, at (815) 740-3590 or pmclintock@stfrancis.edu

First-Time Registration for the DSST Exam

1. Go to <https://ibt.prometric.com/dsst>.
 2. Click on **First-Time Registration** (located at the bottom of the screen).
 3. Under **Select a Test Provider or Program** select **DSST***.
- * If you are a member of the military, select DSST MILITARY. You will need your military ID.
4. Click on **I Agree** after the Privacy Notice.
 5. Create an account and make sure you fill in all the appropriate information.

For **Test Center Code** type **8656**.

For **Institutional Score Report Recipient** type in the four-digit code for the school you want to send your scores to. If you do not know this code, please visit www.getcollegetcredit.com/search.html or call 877.471.9860 to obtain it. **You must have this code before testing, or a \$20 fee will be required to send your transcripts.**

Prometric Online Testing - One-time Candidate Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Refresh Favorites

Address <https://bt1.prometric.com/register.asp> Go

Candidates must complete this screen.

Sign-in Information

Username

Password Letters and/or numbers only

Confirm Password

Name

First Name Name must contain letters only. Apostrophe and hyphen are acceptable.

Middle Name / Initial

Last Name Name must contain letters only. Apostrophe and hyphen are acceptable.

Personal Information

Birth Date Please enter in format of mm/dd/yyyy.

SSN/Government ID#

Gender

Highest Education Year Completed

Test Center Code Ask the test Administrator for this code number. This is the center where you are testing.

Institutional Score Report Recipient Insert a DSST code only. If left blank at the time of testing, a transcript fee will be required. No exceptions.

Security Question and Answer

Questions

Question Answered

Mailing Address

Mailing Address

Address 2

City

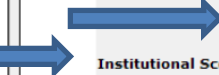
State/Province

Postal Code

Country

Done

Start | Inboxes - Microsoft ... | 1 - Mainframe (co... | <http://player.play...> | Prometric Onlin... | Document1 - Micr... | Desktop >> | Internet | 12:31 PM



6. Once finished, click **Submit** at the bottom.

7. The next page should be the welcome page. Click **Continue**.

8. The next page is the Main Menu.

From here your registration is complete. You can sign-off by clicking the icon in the upper-right corner of the screen (circled in red).

You will need to bring your username and password with you for your exam appointment. After testing you may return to <https://ibt.prometric.com/dsst> and review your scores or update your information.

If you have any questions about registering, making appointments, or taking the exam please call the Advising office at 815-740-3590.

