

 <p>CD-121300</p>	<p>NEW MEXICO CORRECTIONS DEPARTMENT</p>	<p>ISSUE DATE: 01/12/06 EFFECTIVE DATE: 01/12/06 REVIEW/REVISED: 10/28/2011</p>
	<p>TITLE: College-Level Examination Program - CLEP</p>	

AUTHORITY:

Policy *CD-000100*

REFERENCES:

- A. ACA Standard 2-CO-5B-01, *Manual of Standards for the Administration of Correctional Agencies*, 2nd Edition
- B. ACA Standards 4-4464, 4-4465, 4-4470, 4-4472, and 4-4479, *Manual of Standards for Adult Correctional Institutions*, 4th edition.
- C. CEA Standards 36-39, 41, 50-52, 56-61 and 62-68.
- D. College-Level Examination Program Administrator’s Handbook

PURPOSE:

To establish guidelines for the CLEP testing program of inmate students at the state facilities and private facilities that is appropriate to the needs of the inmate population. [**2-CO-5B-01**]

APPLICABILITY:

Education staff, classification, security and Central Office administration; NMCD inmates.

DEFINITIONS:

- A. *The College Board*: The administrative entity that contracts and administers the CLEP program.
- B. *CLEP Exams*: Tests that cover material in college courses within the first two years of college. The examinations, when successfully passed can be used to earn college credits in those subjects.
- C. *Master Site Administrator*: Responsible for the CLEP testing site, scoring, and security of all equipment and materials.

- D. CLEP Field Examiner: Person designated to administer CLEP tests in the field.
- E. Raw Score: Number of correct responses obtained by an individual on a given test.
- F. Students: For the purpose of this document, the inmate students within the facilities who are enrolled in an educational program will be referred to as “the inmate students”.
- G. Testing Center: Location of a CLEP testing entity. The site has certain identifying items: testing center number, name and address that are approved and registered by The College Board.
- H. Testing Room: Room at each facility approved for CLEP testing meeting The College Board specific criteria.
- I. Test Site: State or private facility where actual testing is conducted.
- J. Pre-Test: Screening tool used to ensure student has a reasonable degree of proficiency to pass the CLEP test, insures adequate general subject matter knowledge. The practice tests in the CLEP Official Study Guide will be utilized as pre-tests.
- K. Associates of Arts (AA): The college degree that students may earn upon successful completion of various CLEP tests.
- L. CASAS Tests: Comprehensive Adult Student Assessment System tests used as evaluative tool to establish student eligibility.
- M. Educational Testing Service (ETS): Contractors through The College Board to facilitate electronic CLEP testing.
- N. Testing Fees: CLEP test fees are \$120.00 for pen/paper tests. The Department will pay for tests based on available funding.

POLICY:

- A. The Corrections Department and the private facilities, with which it has contracted to provide services, shall use their best efforts to schedule and administer the tests of the College Level Examination Program under conditions established by The College Board and Educational Services Testing in conjunction with the Corrections Department, Education Bureau.

- B. Policies and procedures, outlined in the Training Manual (NMCD) and the CLEP Testing Manual, are followed to maintain the security and integrity of the testing materials.
- C. The Department shall provide for academic and vocational educational programs appropriate to the needs of the inmates. [**2-CO-5B-01**]
- D. Academic and vocational education programs shall be recognized, certified, or licensed by the state department of education or other recognized agency having jurisdiction. Programs up to the completion of high school and/or the GED are available at no cost to inmates. . [**4-4470**]



Alfonso Solis, Interim Secretary of Corrections
New Mexico Corrections Department

10/28/2011
Date

 <p>CD-121301</p>	<p>NEW MEXICO CORRECTIONS DEPARTMENT</p>	<p>ISSUE DATE: 01/12/06 EFFECTIVE DATE: 01/12/06 REVIEW/REVISED: 10/28/2011</p>
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PROCEDURES:

A. Eligibility for Testing:

1. All students must have a verified high school diploma or GED in the NMCD/Education Bureau Verification Records Office. The Registrar must provide this verification prior to scheduling a CLEP test date.
2. All inmates must demonstrate a 10th grade reading level and a 10th grade math level by Basic Skills tests used by NMCD/Education Bureau. Inmates with basic skills below these levels will be required to enroll in ABE/Literacy classes for further preparation prior to being scheduled for future CLEP testing.
3. All students with a high school diploma/GED, whose basic skills are 10th grade or higher in reading and 10th grade or higher in math can be administered a CLEP pre-test. Once they have successfully completed the CLEP pre-test in a particular subject matter, they may be scheduled to take the CLEP exam(s) in those areas.
4. The Registrar at each facility will compile a list of those who have successfully completed the CLEP pre-tests for CLEP testing. The list must include the inmate's name, NMCD#, SSN, DOB, CLEP Test (by subject matter), and verification of pre-test completion.
5. An inmate may take up to a maximum of five (5) approved CLEP tests a year. The inmate must wait a minimum of six (6) months before retaking a failed exam. In the event of a failed exam, the inmate must successfully pass the pre-test again and have demonstrated improvement in the subject matter prior to scheduling a reexamination in that particular subject matter.

B. Predictor Testing:

1. An inmate who has met the criteria of 10th grade level or above in reading and 10th grade level or above in math in their basic skills can be administered the CLEP pre-test by the College Facilitator or designated Education Department staff member including AmeriCorps staff at the facility where they are housed.
2. All inmates/students interested in taking CLEP tests must first successfully pass the subject matter pre-test.
3. CLEP pre-tests are available in all subject matter topics as the CLEP tests and students are allowed to take the CLEP tests only in the subject matter of a successful pre-test. The CLEP pre-test will be valid for 90 days when scheduling the CLEP tests.
4. Where available, CLEP testing participants will run through the CLEP Sampler, a software program that mirrors the CLEP testing process. The CLEP Sampler will be available on standalone computers in the Resource Center and other locations where available.

C. Testing Materials:

1. All pen/paper CLEP tests are available from the Corrections Department, Education Bureau.
2. When CLEP tests are scheduled at participating facilities, the Master Site Administrator will mail the CLEP tests via UPS to the Registrar. The tests will be scheduled in advance and must be administered and mailed back via UPS to the Master Site Administer within five (5) business days.

Due to the nature of the CLEP license all measures will be taken to keep the CLEP related equipment/testing materials secured in a safe and secure location.

3. CLEP materials will be stored at the Central Office unless prior arrangements have been approved with individual facilities after security of equipment has been assured.

D. Test Session Preparation:

1. All classroom space must be adequate for program and must meet safety and fire standards.
2. All inmates/students who desire to take CLEP tests will complete all necessary forms. These include the CLEP Sign in/Sign out attendance sheets, pre-test demographics and Consent to Release (optional). The originals will be contained in the CLEP student files with copies placed in the student's Educational file. At any time the student may withdraw their "Consent to Release" and the form must be removed from both the CLEP student file and the education file, upon written notification from the inmate/student.
3. Under the supervision of the designated individual the inmate/student must complete and sign the "Demographics Form". The exact name, DOB, and SSN# are to come from the escape flyer in CMIS.
4. The Registrar must insure all forms are filled out accurately, validated by the escape flyer in CMIS.
5. The CLEP Field Examiner can, at any time, request to see inmate's education file to verify all requirements for testing.
6. The CLEP Field Examiner must have the testing room, seating chart, demographics, time logs, and any other required items ready for testing 30 minutes prior to the first scheduled exam.
7. CLEP tests are 90 minutes in duration so enough time for preparations, instructions and the tests must be allowed for as far as scheduling the classroom.
8. No food or drinks are allowed in the CLEP testing room.
9. All CLEP test materials must be under constant supervision by qualified staff.

E. Test Administration:

1. All inmates/students will present two forms (Escape flyer provided by registrar will serve as one) of photo ID at the time they enter the testing area. The inmate students will enter at one time and the CLEP Field Examiner must check the identification badge to validate information on the roster. If the CLEP Exams are administered in a higher custody level facility that does not use photo identification badges, the photo from the escape flyer will be used as identification. If there is no photo available at the time of testing, the inmate/student will not be permitted to test.

2. The CLEP Field Examiner will furnish all testing materials. Inmate students will not be allowed to bring paper work of any kind, their own pencils or pens, electronic devices of any kind, headgear of any kind, or watches. No materials will be allowed to leave the test site in the possession of inmate/students.
3. All inmate students whose identification has been validated will be shown their assigned seat and receive testing materials that he/she will need to complete the test in the area for which he/she has qualified. The examiner will then provide oral instructions using the designated script.
4. Inmate/students are instructed to begin test and the beginning time is recorded by examiner.
5. CLEP Field Examiners will observe students at all times ensuring that students do not have access to the materials before and after the test period and that no student copies or records any of the materials.
6. All other testing procedures to be followed are outlined in the CLEP Administrator's Handbook.

F. Test Session Closeout:

1. Immediately after a testing session ends, the examiner must conduct an inventory of scratch paper, pens, pencils, and any material used by CLEP examinees. Any discrepancies must be reported to the Master Site Administrator. Facility Security must also be informed of stolen materials. The examiner should request that a lock down be put into place and a search of the missing materials be launched.
2. At the end of a testing session, before the examiner leaves the testing room, he/she double-checks all information rosters, time-logs and materials for accuracy.
3. All used scratch paper must be machine shredded or packaged and sent to Central Office for shredding.

G. Scoring:

1. All CLEP tests will be sent to the CLEP Testing Center Master Site Administrator at the Education Central Office. The Master Site Administrator then sends the CLEP tests to The College Board to be scored. CLEP test results will be sent back to the Master Site Administrator.
2. Test results (by CLEP transcripts) will be mailed via UPS to the facilities Education Director or Registrar for distribution.

H. Results Notification:

1. Upon receipt of the CLEP test transcript(s) at the facility the Education Director, Registrar, or CLEP Field Examiner, will notify examinees of their results.
2. It is the responsibility of the student to have the CLEP transcript sent to the appropriate university or college for college credits. A one time cost for transcript evaluation may be charged which would be the inmate/student's responsibility. CLEP does provide an initial free copy of individual CLEP test results. Any transcript required beyond that is fee based and the responsibility of the student.
3. If multiple CLEP tests are taken, an unofficial transcript may be purchased containing all CLEP test results via The College Board. An official transcript containing all CLEP tests may be requested and sent to any university or college by the student who is responsible for all associated costs.

I. Record Keeping and Transcript Handling:

1. Entries into the inmate's education file must be made that a inmate/student participated in CLEP testing and is awaiting results.
2. After receiving CLEP test results, the Registrar will enter a copy of the CLEP transcript into the inmate's education file. An additional copy of the CLEP transcript will be entered into the degree plan file (if separate files). Corresponding appropriate entries are also to be made into the contact log of the inmate education file. All file work must be complete within two (2) working days of receiving the CLEP transcript information.
3. A copy of the CLEP transcript will be entered into the CLEP student master file at the Education Central Office.

J. Handling Restricted Materials:

1. All CLEP tests and transcripts will be treated as restricted materials.
2. Restricted materials can only be transported by hand by the Master Site Administrator or by an approved CLEP Field Examiner, or via UPS. Transport must be in a locked container. All materials must be secured or under direct observation at all times.
3. Upon completion of CLEP tests at the facilities, they will be mailed via UPS to Master Site Administrator (Education Central Office) for downloading into the scoring system. Once returned to the CLEP Test Center, all materials will be secured by the Master Site Administrator or qualified CLEP Field Examiner.

4. CLEP Field Examiners in the field will have a dedicated safe to tests sent by the Master Site Administrator that are scheduled to be administered and mailed back to the Master Site Administrator within five (5) business days.

K. CLEP Testing Personnel:

1. All approved GED Examiners or the Master Site Administrator will serve as the CLEP Field Examiner. They will receive all required and appropriate training to fulfill the requirements of this duty. The only other CLEP Field Examiners will be those trained in Central office.
2. The candidate must hold at least a bachelor's degree from an accredited college or university and must have experience in teaching, training, counseling, or testing. Undergraduate students are not permitted to serve as CLEP test administrators.
3. CLEP Field Examiners must avoid the appearance of conflict of interest, thus must not be in a teaching or coaching position where intensive drilling or questions similar to those in the exams will be administered.

L. NMCD Education Bureau's Training:

1. The Master Site Administrator must screen all CLEP Field Examiners prior to assuming any duties.
2. The College Board will provide initial training upon installment of all CLEP Test Site materials. Once initial training is completed, the Master Site Administrator will conduct training of all new CLEP Field Examiners and conduct yearly upgrade training or as needed.
3. All trained CLEP Field Examiners will receive a CLEP Testing Handbook including all updates as required from The College Board.



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