# Table of Contents

## Introduction ......................................................... 3

## Contact Us ..................................................................... 4

  - Proctors: ................................................................. 4
  - Candidates: ............................................................ 4

## Benefits of taking a DSST Test ........................................ 5

  - Reliable Test Instruments ........................................... 5
  - Consistent High Quality ........................................... 5
  - Reliable Service ..................................................... 5
  - Valuable Time and Money Savings .............................. 5

## DSSTs Attract Students to Your Institution .......................... 6

## DSSTs Add Value to Employee Education Assistance Programs .......................... 6

## Administering DSST Tests ............................................... 7

  - DSST Test Fee ........................................................ 7
  - Test Administration Fee .......................................... 7
  - Scheduling Tests ................................................... 7
  - Test Center Qualifications ....................................... 7

## Selecting a Testing Location ............................................. 8

## Test Administrator Qualifications & Responsibilities ............... 8

## Additional Test Administrator Requirements .......................... 9

## Change in Test Administrator or Site .................................. 10

## Preparing to Administer a DSST ....................................... 10

## The Testing Process ..................................................... 11

  - Essays ..................................................................... 11

## Seating Test Takers ..................................................... 11

## Misconduct ...................................................................... 11

  - Examples of Misconduct .......................................... 11
  - Handling Test Taker Disruptive Behavior and Misconduct .............................................. 12
  - Dismissal for Cause ................................................ 12
  - Exceptional Situations ............................................. 12

## Score Reports ................................................................... 13

  - Score Recipient Codes ............................................. 13

## Retesting ........................................................................ 13

## Awarding Credit for DSST ................................................ 14

## Supporting DSST Publications Offered by Prometric ............................ 14

## Internet Based Test Delivery ............................................. 15

  - Technology ................................................................ 15
  - IBT Lockdown Browser ............................................ 15

## Prometric IBT Lockdown System Minimum Requirements .......................... 15

---

Copyright © 2013 Prometric Inc., a Delaware corporation. All rights reserved. Republication or redistribution of Prometric content, including printing or similar means, is prohibited without prior written consent of Prometric.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Technical Requirements</td>
<td>16</td>
</tr>
<tr>
<td>IBT Site Readiness Process</td>
<td>17</td>
</tr>
<tr>
<td>Installing the Lockdown Browser</td>
<td>17</td>
</tr>
<tr>
<td>Launching the Prometric IBT Lockdown – After Installation</td>
<td>21</td>
</tr>
<tr>
<td>Lockdown Browser Frequently Asked Questions</td>
<td>21</td>
</tr>
<tr>
<td>Lockdown Browser IBT Technical Support</td>
<td>21</td>
</tr>
<tr>
<td>How to Complete Proctor Certification</td>
<td>22</td>
</tr>
<tr>
<td>How to take the DSST Proctor Certification Examination</td>
<td>22</td>
</tr>
<tr>
<td>How to run the Public Speaking Functionality Test</td>
<td>23</td>
</tr>
<tr>
<td>How to Run a DSST Demo Exam</td>
<td>26</td>
</tr>
<tr>
<td>Launching a Live Test</td>
<td>27</td>
</tr>
<tr>
<td>Requirements for Testing Authorized Military Candidates</td>
<td>28</td>
</tr>
<tr>
<td>Printing a score report</td>
<td>34</td>
</tr>
<tr>
<td>Principles of Public Speaking Part 1 and Part 2</td>
<td>35</td>
</tr>
<tr>
<td>General Information</td>
<td>36</td>
</tr>
<tr>
<td>Launching the Public Speaking Part 1 and Part 2 Live Test</td>
<td>36</td>
</tr>
<tr>
<td>Principles of Public Speaking Frequently Asked Questions</td>
<td>49</td>
</tr>
<tr>
<td>Password Help</td>
<td>49</td>
</tr>
<tr>
<td>Military Tester Identification Rules</td>
<td>50</td>
</tr>
<tr>
<td>Driver’s License Used as Identification</td>
<td>50</td>
</tr>
<tr>
<td>Name Changes for Military Members</td>
<td>50</td>
</tr>
<tr>
<td>Basic Requirements for Military Test Takers</td>
<td>50</td>
</tr>
<tr>
<td>Service Members</td>
<td>50</td>
</tr>
<tr>
<td>Eligible Civil Service Personnel</td>
<td>50</td>
</tr>
<tr>
<td>Eligible Spouses</td>
<td>51</td>
</tr>
<tr>
<td>Military Test Center Administration Fees</td>
<td>51</td>
</tr>
<tr>
<td>Approved Auxiliary Testing Materials</td>
<td>52</td>
</tr>
<tr>
<td>Calculator Use</td>
<td>52</td>
</tr>
<tr>
<td>Financial Tables</td>
<td>52</td>
</tr>
<tr>
<td>Scratch Paper</td>
<td>52</td>
</tr>
<tr>
<td>IBT Quick Reference Guide</td>
<td>55</td>
</tr>
<tr>
<td>Need Help? – Useful Websites and Phone Numbers</td>
<td>56</td>
</tr>
</tbody>
</table>
Introduction

The DSST Program (formerly known as the DANTES Program) is a credit-by-exam 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 test 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.

The use of the DSST Program has grown precipitously since 1982, and currently there are approximately 1,900 colleges and universities that recognize the Prometric DSST program and award college credit to students who obtain a passing score. At the same time, more than 100,000 candidates have taken the tests annually.

The DSST Program offers over 30 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.

In summary, non-traditional returning adults, corporate trainees, as well as military members, use DSST on a regular basis.
Contact Us
Please read this administration guide thoroughly as some of your questions may be answered in this text. If you have additional questions please feel free to contact us directly.

Proctors:
For operational or technical issues currently impacting candidates, please call toll-free 866.794.3497 press 1 for technical support or press 2 for non-technical support. Technical support via eHelp is also available at http://ehelp.prometric.com. If you have a non-urgent issue please email dsstcenter@prometric.com.

Candidates:
Test takers must submit their inquiries in writing via email directly to DSST Customer Service at getcollegecredit@prometric.com or call toll-free 877.471.9860.

General Customer Service Hours

8:30am -5pm EST (Mon – Fri)
Benefits of taking a DSST Test

Reliable Test Instruments
Test developers with over 25 years of applied experience in test development and psychometrics ensure that test scores accurately and objectively reflect college-level knowledge in each subject area being assessed by DSST tests. Most DSST question types are multiple choice; a few, however, require an essay or a recorded speech.

Consistent High Quality
The American Council on Education (ACE) has reviewed DSST test development and statistical procedures and has found that the tests exceed the criteria set forth in all areas of the ACE Guidelines for Reviewing Test Development Programs for the Purpose of Granting Program Approval. Based on their review of these procedures, ACE recommends a minimum passing score and the amount of credit that should be awarded for each test. Because the American Council on Education (ACE) recommends the use of DSST tests, consistent high quality is assured.

Reliable Service
Prometric distributes, maintains security, directs scoring, and manages transcript services.

Valuable Time and Money Savings
Using the DSST Program to evaluate students' knowledge can reduce the amount of time an institution spends on developing tests. Additionally, faculty can be freed from the time-consuming tasks of developing competency tests. Some specific advantages of using the DSST Program include:

✔ The American Council on Education recommends DSST
✔ Subject matter experts from across the United States contribute to the development of DSST tests
✔ DSSTs are standardized using student samples that represent a wide geographic distribution of institutions throughout the United States
✔ DSSTs offer consistency within an institution’s testing program
✔ Prometric’s stringent security precautions ensure that test takers do not have prior access to tests
✔ Prometric’s quality-control procedures provide that score results are both valid and reliable
DSSTs Attract Students to Your Institution

Institutions that use DSST as a credit-by-exam 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.

More adults than ever before are returning to college and using distance learning to earn their degrees. For example, there is an increased need for employees of corporations – who cannot attend classes full-time – to update their skills and knowledge for current employment or a change in career. Some students have experienced a disruption in their education due to work or family obligations. The prospect of earning college credit by taking DSST can provide an incentive for these students to complete or continue fulfillment of degree requirements at your institution.

DSSTs Add Value to Employee Education Assistance Programs

Corporate sponsorship of DSST enables employees to get college credit-by-exam and extends their professional development efforts.
Administering DSST Tests

DSST is delivered on site, which offers a cost-efficient, timesaving way to use knowledge acquired outside of the classroom to accomplish professional and educational goals.

Each participating DSST test center is assigned a test center code and signs an agreement that outlines the DSST testing policies. Once the agreement has been signed and returned to Prometric, the test center is added to 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 at the workstation at the time of testing.

Please Note: 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.

Scheduling Tests

DSST tests may be scheduled at the convenience of the test center. The DSST Program does not require testing to be done on specific dates.

Test Center Qualifications

Institutions that administer DSST must be accredited by a recognized national, regional, or a specialized accrediting agency. Institutions must have these tests administered by a qualified test administrator who is a permanent full- or part-time employee on staff of the Office of Testing or other department officially responsible for managing testing services for the institution.

Corporations that administer DSST will proctor the tests through their Human Resources, Training Department or Corporate College Program Office.
Selecting a Testing Location

Testing locations must provide a standardized testing environment to test takers. Locations must be evaluated in terms of:

- Seating and writing surfaces
- Lighting, ventilation, and temperature
- Comfort and environment (noise level, access to restroom facilities)

Arrangements for seating are important to maintain the security of the tests and insure test takers do not have an unfair advantage, while at the same time providing test takers with appropriate space in which to test.

The following suggestions may also be helpful in selecting a room to use for testing:

- Small rooms are generally more comfortable for test takers than large ones. In addition, smaller rooms allow for better security
- The testing rooms should be arranged with all of the test takers facing in the same direction, or with appropriate spacing or partitioned where no candidate can view another candidate’s monitor
- The administrator should have unimpeded access to every test taker
- Restrooms should be located nearby and easy to find. If necessary, post signs directing test takers to rest rooms. Restrooms should also be accessible by test takers with disabilities
- Testing rooms should be located in a section of the building that is least likely to be affected by noise from such things as athletic events, band practice, and traffic

PLEASE NOTE: The testing room may not contain maps, periodic tables, posters, charts, or other materials that may be related to the test subject.

Test Administrator Qualifications & Responsibilities

Every DSST test administrator must be a member of the faculty, administrative staff, member of Human Resources or the Training Department of an educational institution, governmental organization, or corporation; and have experience in administering standardized tests. Undergraduate students are not authorized to administer DSST tests at any time.

It is the test center manager’s responsibility to inform your staff of the importance of security and see that all security rules are enforced without exception. You and all members of your staff involved with the test administration must become thoroughly familiar with this manual. Since the procedures detailed herein contain information that pertains specifically to the administration of DSST tests, we ask that you and your staff read this manual carefully prior to the test date.

The test center manager is the primary contact and is responsible for the appropriate administration of DSST tests. The test center manager has the authority to administer DSST or designate another staff person in the department to fulfill these responsibilities.

Should a secondary proctor be designated to administer DSST online, the secondary contact must:

- Create his/her own user account by taking the Site Readiness Test.
- Immediately notify Prometric in writing via the Test Administrator Update Form.
Test Administrator Qualifications & Responsibilities (cont)

To eliminate a conflict of interest, neither the administrator nor any member of the test administration staff should be involved in any test preparation activities for which extra pay is received or for which the contents of secure Prometric tests are used. Any other activities that may give the appearance of impropriety or conflict of interest should also be avoided. The administrator and staff members must not be involved in any courses, workshops, or tutoring activities that involve drilling on test questions similar to those in the tests.

In order to maintain test security and standardization of test administrations, the test administration staff should not read or become familiar with the contents of the DSST tests. Test administration staff should not handle secure test materials or supervise the administration of a DSST to persons in their own household, immediate family or friends. In addition, no person may take any DSST while serving on Test Administration staff for this program. Test administration staff must abstain from taking any DSST until notifying Prometric and waiting 6 months from their last DSST administration. Please note that an "invalid" score report will be generated if testing occurs prior to the timeframe specified above.

Additional Test Administrator Requirements

✓ Maintain the security and confidentiality of the test at all times
✓ Administer DSSTs according to the specified test administration procedures outlined in this manual
✓ Do not share a Prometric-issued Username or Password, or make it accessible to anyone else, including other staff members
✓ Notify Prometric in writing at dsstcenter@prometric.com when his/her employment at the testing center is ending
✓ Must be full- or part-time permanent staff employed at the Testing Facility
✓ Must complete training for Test administration activities prior to administering the Test by successfully completing the DSST Proctor Certification Examination
✓ Must not provide access to a Test or administer a Test to any family member or member of household
✓ Must not sit for or take a DSST Test while employed as a Proctor, and must not take a DSST Test for six (6) months after Prometric has been notified the Proctor’s employment has ended
✓ Must not assist Candidates by disclosing Test questions, including, but not limited to the following methods: copying, photographing, screen view printing, digital transfer, transfer by handwritten use, audio or video recording, any electronic means or technology, or relay by word of mouth
✓ Must not administer Tests to any Candidate who does not follow standard Prometric operating procedures as outlined in the DSST Test Administration Guide
✓ Must be 18 years of age or older to administer a DSST test
Change in Test Administrator or Site

Whenever there is a change in the DSST test administrator, mailing address, or telephone number, Prometric must be notified via the DSST Test Administrator Update Form. This form must be completed by logging into the Proctor Resource Center on getcollegecredit.com.

Preparing to Administer a DSST

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. Unauthorized visitors are not permitted in the testing room at anytime. 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 tests.

The administrator will provide scrap paper for all tests 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 a test that these items will not be permitted during testing.
The Testing Process

All DSST administrators should be thoroughly familiar with the testing processes, directions, and how to manage technical support issues outlined in this manual before the test administration.

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

Seating Test Takers

Assign each test taker a seat in the room. Test takers must be seated so they cannot see each other’s answers. They must all face the same direction and the administrator must be able to see everyone at all times. Please refer to the section entitled "Selecting a Testing Location" for specifications. Test takers may not communicate with each other once the test has begun.

Misconduct

Examples of Misconduct

✓ Giving or receiving assistance of any kind.
✓ Using any prohibited aids.
✓ Attempting to take a test for someone else.
✓ Failing to follow test regulations or instructions of the Proctor.
✓ Causing a disturbance of any kind.
✓ Removing, or attempting to remove, test questions and/or responses (in any format) or notes about the test from testing room.
✓ Attempting to remove scratch paper or note boards from the testing center.
✓ Tampering with the operation of the computer, or attempting to use it for any function other than taking the test.

Important: Keep in mind that to take action against a test taker involved in misconduct, evidence of that misconduct is usually required (video monitoring, confiscated notes, etc.). If the test taker engages in misconduct and is allowed to finish his/her test, and no evidence has been retained, Prometric and its clients may not be able to take any action. Prometric and its clients reserve the right to cancel any test result if the test engages in improper conduct.
Handling Test Taker Disruptive Behavior and Misconduct

The first step is to warn any test taker engaging in misconduct to stop his/her behavior and advice him/her that you are required to submit a complaint regarding the misconduct. Be authoritative and take control of all situations in a professional, polite manner.

Dismissal for Cause

Because of the need to maintain order as well as test security in the testing room, the proctor has the authority to dismiss a test taker for misconduct. However, dismissal from the testing room may have grave consequences for the test taker and should be a last resort. In certain cases, the proctor may be reluctant to dismiss a test taker for fear of embarrassment, disturbance to other test takers, or physical reprisal. Be sure to describe such situations in the email to DSSTCenter@prometric. The proctor should dismiss a test taker when warranted, but use the best judgment in handling each situation.

The proctor should take no action unless and until they are certain a test taker has given or received assistance, used prohibited aids or disturbed other test takers. When you are sure, immediately collect all of the test taker's test materials and dismiss test taker from the room. Tell the test taker only that failure to abide by the test center and/or Prometric regulations has made the action necessary and provide a full account of the circumstances in an email to DSSTCenter@prometric.com. Be sure to include the test taker's name, test title in question, date of the test taker, your DSST Test Center Code, and any other notes confiscated during the administration.

In certain cases, dismissing or confronting a cheating candidate may cause a great disruption to other candidates or create a physically threatening situation for you or your staff. If, in your opinion, a candidate demonstrates that he or she may react in this manner, you may allow the candidate to complete the test and simply report your observations on the email to DSSTCenter@prometric.com. A determination will be made following investigation by Prometric, whether or not to report the scores for the candidate.

Exceptional Situations

Possible Test Question Irregularities: If a test taker thinks that a test question is incorrect or ambiguous, tell that person to continue with the test and explain that the administrator will report the matter to Prometric. The proctor should do this by sending an email to DSSTCenter@prometric.com with the test title, and be sure to note the date the internet-based test was taken, number of the question involved, the test takers comment, and test taker’s name and email address. Test takers may not copy test questions for any reason.
Score Reports

Online score reports are produced immediately after the test has ended. 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.

NOTE: If the institution of choice is not listed on our web site, prior to the test date, Prometric should be contacted at getcollegecredit@prometric.com, or 877-471-9860. The designated institution details are required as follows:

✓ Institution Name
✓ Score Report Recipient Name
✓ Institution Address
✓ Institution Telephone Number

Prometric maintains a permanent transcript file from which test takers may request additional transcripts that can be sent directly to an institution by completing a DSST Transcript Request Form. This form can be downloaded directly from the web site at www.getcollegecredit.com.

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 institution code is entered at the time of testing, a $30 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.
**Awarding Credit for DSST**

Institutions can gain additional flexibility in their programs by providing an alternative means for all students, including those in non-traditional arrangements, to receive college credit by awarding college credit for DSST scores, or continuing education credits.

The institution evaluates for itself whether a particular DSST fulfills curriculum requisites. There is no obligation to award credit for all DSST titles. A Fact Sheet is available for each test that lists the test specifications, offers a description of the test content, provides sample questions typical of those encountered on the test, and provides the American Council on Education’s recommended minimum passing scores for college credit. Fact Sheets can be downloaded from [www.getcollegecredit.com](http://www.getcollegecredit.com) or ordered using the Publications Order Form.

Institutions that award college credit for DSST notify Prometric and are added to the list of **Participating Institutions**. This directory can help attract prospective students nationwide to your institution.

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 and press 2. 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.

**Supporting DSST Publications Offered by Prometric**

Test centers can obtain publication materials quickly and easily via the DSST Publication Order Form.

Prometric provides DSST publications to help increase DSST awareness. These materials include:

- **American Council on Education (ACE) List** of current DSST tests, which contains a recommended passing scores and number of credits to award for each test.
- **Candidate Information Bulletin** provides test takers with information about the DSST program.
- A listing of participating institutions that administer and /or awards credit for the DSST Program.
- **Fact Sheets** to familiarize test takers with the test format contains a content outline and lists references for study.
- **Posters** used to increase student awareness about your test center’s participation in the DSST Program.
- **Student brochure** – 9x4 tri-fold brochure describing benefits of credit-by-exam and DSST to the student.
- **DANTES funded student brochure** – 9 x 4 tri-fold brochures describing the benefits of credit-by-exam and DSST specific to Active Service Members funded by DANTES.

These materials are available free of charge and can be downloaded from our Web site at [www.getcollegecredit.com](http://www.getcollegecredit.com); e-mail your request to getcollegecredit@prometric.com, or use the **Publications Order Form** in this manual.
Internet Based Test Delivery

Your role as the Test Proctor for the Internet-based test delivery is to establish site readiness, launch the lockdown browser, the proctor login step, and close the test event.

To streamline the delivery and scoring of the DSST tests – while improving the integrity of the questions – the tests will be offered using a web-based (i.e. paperless) delivery model. This reference guide provides information to you, the test proctor, to launch and administer DSST tests. Please read this guide - and refer to it as needed.

Technology

Prometric utilizes a thin-client Internet delivery model in which test questions and candidate responses are transmitted over the Internet – using SSL Security – one item/ response at a time during test delivery. Only a lightweight security browser must be downloaded.

IBT Lockdown Browser

Prometric is pleased to announce the release of a brand new lockdown browser as part of the IBT 2010 (v.7.0).

The IBT 2010 Lockdown Browser comes with the following enhancements:

✓ Fast installation – The new Lockdown Browser installation is faster and easier than previous versions.
✓ Pre-configured, ready to use – The Lockdown comes pre-configured, so there is no need to do anything else. Just install and use.
✓ Easy-to-find Print button for candidate score printing
✓ Support for Windows XP, Windows Vista and Windows 7

Follow the provided instructions in this manual to install, launch and use the new IBT Lockdown Browser with your next DSST test administration.

Prometric IBT Lockdown System Minimum Requirements

✓ Memory: Minimum 256 MB RAM (OS requirements may be higher)
✓ Hard Disk Space (For installation of the lock down browser): Minimum 4 MB of available hard disk space
  Browser Requirements: Internet Explorer 7.0 or 8.0
✓ Java
✓ Reliable Internet access: Minimum of 56k modem; recommend broadband (DSL or cable) for optimal performance during concurrent testing
**Other Technical Requirements**

Prometric’s IBT web application requires all browsers to have:

- JavaScript enabled
- Session (in memory) cookies enabled
- Popup blockers disabled
- Screen resolution of 800 x 600, 256 colors minimum.

Depending on the test content, other optional plug-ins may be required for test delivery (such as Apple QuickTime, Macromedia Flash player, Windows Media Player). These are determined by the author of the content.

**Prometric’s IBT web application recommends these settings:**

- Cable / DSL / broadband connection.
- Screen resolution of 1024x768, 256 colors minimum.
IBT Site Readiness Process

Installing the Lockdown Browser

Below are the instructions on how to install the new Prometric Internet Based Testing lockdown browser.

1. Open Internet Explorer.
3. Click Step 1: Install the Prometric IBT Lockdown Browser.

4. Click the Microsoft Windows link.

5. When prompted, click the Run button on the File Download – Security Warning message box.
6. When prompted, click the **Run** button on the *Internet Explorer – Security Warning* message box.

![Internet Explorer - Security Warning](image)

Do you want to run this software?

- **Name:** Prometric IBT Lockdown
- **Publisher:** Respondus, Inc.

While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. [What's the risk?](#)

7. Click the **Next** button on the *Prometric IBT Lockdown – InstallShield Wizard* to begin the installation wizard.

![Prometric IBT Lockdown - InstallShield Wizard](image)

**Welcome to the InstallShield Wizard for Prometric IBT Lockdown**

The InstallShield Wizard will install Prometric IBT Lockdown on your computer. To continue, click Next.
8. Click the **Next** button to verify the Installation Path, or, optionally, click the **Change...** button to change the Installation Path.

9. Click the **Install** button to begin the installation.
10. The installation will now run. This process may take several minutes.

![Installation progress bar](image)

11. After the installation is complete, click the **Finish** button to exit the InstallShield Wizard.

![Wizard complete message](image)
Launching the Prometric IBT Lockdown – After Installation

1. Open Internet Explorer.
2. Navigate to https://ibt.prometric.com/dsst/lockdown/start.aspx. If you have already installed the Prometric IBT Lockdown, click Step 2: Launch IBT (after browser has been installed). If not, please refer to the instructions for Installing the Prometric IBT Lockdown.
3. Log in to Prometric IBT as you normally would.

Lockdown Browser Frequently Asked Questions

Do I have to uninstall the current Lockdown software I have installed?
No, you do not have to uninstall the current Lockdown software. However, you should not run the current software anymore. Once you are comfortable with administering a DSST test with the IBT 2010 Lockdown Browser, you may uninstall the old version if you wish.

Why do I have to install the new Lockdown Browser at this time?
The new IBT 2010 Lockdown Browser is supported for Windows XP, Windows Vista and Windows 7. It has been built with the latest security features to protect the test administration against the latest Windows vulnerabilities. If you have upgraded or are thinking of upgrading to Windows 7, you must install the new IBT 2010 Lockdown Browser. Additionally, the “old” Lockdown is not supported for Windows 7 and will be retired this coming October.

I have not upgraded to Windows 7 yet, what do I do?
If you have Windows XP or Vista, you should still upgrade to the new IBT 2010 Lockdown Browser as it is supported under those operating systems. Once your institution upgrades to Windows 7, you will be all set!

Does the new Lockdown Browser work with Windows 7 32 Bit or 64 Bit only?
The IBT 2010 Lockdown Browser works with both 32 Bit and 64 Bit.

What do I do if something goes wrong while installing the Browser?
Contact your IT department, as you may not have permission to install new software.

What do I do if something goes wrong during a test administration?
Close the Lockdown Browser and re-launch it.

Lockdown Browser IBT Technical Support

If you have trouble installing the Lockdown Browser please call 866.794.3497 and press option 1. Technical support via eHelp is also available at http://ehelp.prometric.com. Questions about eHelp? Send an email to pro.ehelp@prometric.com

In the event you have a candidate that may have lost a significant amount of allotted testing time due to technical issues, please contact support immediately. Our Global Test Center Support will have the ability to extend testing time if it is warranted.

Please record the ticket number provided by the Global Test Center Support for future reference. Ticket numbers are 7 digit codes that records and tracks site issues.
How to Complete Proctor Certification

All proctors delivering DSST tests via the Internet must take a 20 question DSST Proctor Certification Examination and a Principles of Public Speaking Functionality test on the Prometric Prime IBT Testing System. Each proctor must have their own username and password.

Note: The lockdown browser must be installed prior to completing the Proctor Certification and you must have received the KOSS SB45 headsets from Prometric to complete the Principles of Public Speaking Functionality test. These tests do NOT have to be taken at the same time. If you only complete the Proctor Certification then you will still be able to deliver DSST tests but you will not be able to launch or administer the Principles of Public Speaking tests. Once the Principles of Public Speaking Functionality test has been completed, you will receive a set of keycodes to launch the tests. Principles of Public Speaking cannot be administered or launched unless you enter the correct keycode.

How to take the DSST Proctor Certification Examination

Type the following URL in your web address bar: ibt.prometric.com/dsst_proctor
The Username and Password you create will be used during the candidate “live” testing process.

1. Select First-Time Registration.
2. Select DSST – Proctor & Site Readiness at “Step 1. Select a Test Provider or Program” and Click “Agree”.
3. Complete the initial registration. **Proctor ID and Username must be the same.**

4. When completed, click “Submit”.
5. Choose “Take Test” from the Main Menu.
6. Confirm DSST-Proctor & Site Readiness is shown in Public Tests box. Do not enter anything into the Private Test or Eligibility Test boxes.
7. Click “Submit”.
8. Select DSST Proctor Certification Exam.
9. Click “Begin Test”. Answer the questions and follow the prompts to end the test.
10. At Test Results page, click “Click here to continue”.
11. If you are ready to complete the Principles of Public Speaking Functionality test, click “Return to the Candidate Menu”. If you are not ready to complete the Principles of Public Speaking Functionality test, click “Sign Out”.
12. On the Candidate Menu, select Public Speaking Functionality Test (headsets required).
13. Click “Begin Test”.

How to run the Public Speaking Functionality Test

All new proctors must review the Principles of Public Speaking Manual and go through the process of running a Public Speaking Functionality test in order to administer Public Speaking Tests.

If you are already a Proctor and need to obtain Principles of Public Speaking keycodes to launch tests, complete only the Public Speaking Functionality Test.

1. Confirm you have the KOSS SB45 headsets with microphones. If you do not have a set please place an order by sending an email to DSSTCenter@prometric.com. Once you receive the headsets, you can proceed with Step 2.
2. Type the following URL in your web address bar: ibt.prometric.com/dsst_proctor
3. Select Secure Sign In
4. Enter the Proctor Username and Password you created when you took the Proctor Certification Exam.
5. Choose “Take Test” from the Main Menu.
6. Confirm DSST-Proctor & Site Readiness is shown in Public Tests. Click “Submit”.
7. Select Public Speaking Functionality Test
To complete the pre-test functionality check, click **round red record button**, then speak into the headset microphone.

Click **square blue stop button** when done recording the pre-test message.
Click blue triangle playback button to listen to your pre-test recording.

When the device is playing back, the square blue stop button is on the screen. The yellow bar indicates the progress of the playback. When comfortable with the controls, click “Take This Test” to continue.

If you try to click “Take This Test!” before running the pre-test functionality check, you will get the following error:

Click OK to complete the pre-test functionality check.
How to Run a DSST Demo Exam

It is recommended that each Proctor run a DSST Demo Exam prior to their first administration. To run a DSST Demo, follow these instructions.

1. Initiate the Lockdown Browser. *(If you have not installed the Lockdown Browser, the test will not launch)*
   a. Open your Internet Explorer web browser.

The Welcome page should automatically load. If not, Click Step 2: Launch IBT.

   **Step 1:**
   - Install the Prometric IBT Lockdown Browser
   **Step 2:**
   - Launch IBT (after browser has been installed).

1. At the Welcome Page, select **Secure Sign-In**

   Enter Username: DEMODSST
   Enter Password: Demo@dsst1

2. At Step 2: Test a Test – Select the following test title: **DSST – DSST Demo Exam – English(US)-Free**

3. Click “I Agree” to the Privacy Notice.

4. Click “Continue”.

5. On the “Update My Information” page, scroll down and **click “Continue” again. (Please do not make any demographic changes to this text).**

6. At the main menu, **click “Take Test”** and proceed with the next set of steps for exam administration:

   a. Step1: **Click “Submit”** located under Public Tests.
   b. Step2: **Select** the following exam – DSST Demo Test (FREE).
   c. Step3: **Click** “Take this test”.
   d. Step4: Proctor Authentication – **enter** your real Proctor Username and Password that was created during your Site Readiness Test.

7. **Click “Begin Test”**

8. **This exam does have 100 questions but you do not need to submit answers to complete the demo. We recommend answering 5 questions them move on to step 9 below.**

9. **Select “End Test”.** Proceed with selecting “Yes” to confirm you want to end the test.

10. The test is now complete and you can **click “Next”**.
Launching a Live Test
The following instructions are for launching a live candidate test.

1. **Proctor** – initiate the Lockdown Browser. *(If you have not installed the Lockdown Browser, the test will not launch)*
   a. Open your Internet Explorer web browser.

The Welcome page should automatically load. If not, Click Step 2: Launch IBT.

11. **Proctor** – At the Welcome Page, select either Secure Sign-In or First-Time Registration.

   - **Secure Sign-In** – Click if candidate has previously taken a test or if you are launching DSST Demo Exam. Candidate will be required to enter their username and password.
First-Time Registration – for those who have never previously taken a DSST test using the Online Testing System.

If the candidate has ever taken DSST Practice Test they must create a new username and password when taking a live test.


- DSST Select this domain for Civilian Candidates
- DSST Military Select for Approved Military Candidates

IMPORTANT! Please review the requirements for testing authorized military candidates. Selecting the wrong Test Provider or Program will result in an unauthorized testing session, invalidate the score report, and the 90-day Retest Rule will apply.

Requirements for Testing Authorized Military Candidates

Before administering a test, ensure you and your staff are aware of the requirements for testing authorized military candidates. Military candidates are only funded for one-attempt for each test title. If a military candidate has taken the title previously, either IBT or a paper test, the candidate must select DSST and pay for their test. If a candidate has taken a title previously, creating a new First Time Registration and selecting DSST Military the test result will not be released until the candidate contacts Prometric and pays for the test. Selecting the wrong Test Provider or Program can result in the following problems:

- Unauthorized testing session
- Invalid Score Report
- Application of the 90-day Retest Rule

14. **Candidate** - Complete mandatory registration information. If a repeat test taker the candidate should verify all information is accurate. The email address entered on this page is the same that will be used for delivery of score results.

**Very Important!** – The Institutional Score Report Recipient must contain a valid DSST ID or the report will NOT be printed and mailed and will result in a $30 transcript fee. Valid DSST IDs can be found at [http://getcollegecredit.com/institutions/search/](http://getcollegecredit.com/institutions/search/).
15. Click **Submit**
16. **Proctor** – Click **Take Test** on the Main Menu, under Candidate/Delivery.

17. **Proctor** Step 1: Under Public Tests click **Submit**. *DSST or DSST Military will be the default depending on if the candidate is a Civilian or Military test taker.*

18. **Candidate** Step 2: Select a Test. Candidate will select the test he/she wants to take.

**Note:** They should have received this information from their Academic Advisor. Neither Prometric nor the site is advised to recommend what test a candidate needs to take.

19. **Candidate** Step 3: Confirm Test Selection. Click “**Take This Test!**”
20. **Proctor** Step 4: will enter the Proctor Username and Password created. Click “Submit”.

21. **Candidate** Step 5: Enter Promotion Code or Voucher if applicable, otherwise leave blank and click Submit. A Candidate will only have a voucher if Prometric provided this information due to an authorized retest.

22. **Candidate** Step 6: Payment Details. The candidate will enter Credit Card information at this time. **All fields must be accurate or the payment will be denied, resulting in a pending charge. Pending charge will clear within 3 business days.**

23. **Candidate** – Read over the Information page. The candidate has the option to view a tutorial before they start the actual test. When ready to take the live test, click “Begin Test”.

---

**Note:**

- The screenshots and the diagram illustrate the interface of a Prometric test administration system, showcasing the steps and fields involved in the process of taking an Internet-based test. The system includes options for proctoring, payment, and accessing tutorials, reflecting the steps outlined in the text.
24. **Candidate** – When completed with test or 2-hour time limit has been reached, click **End Test**. The following window will appear. Click “Yes” if finished, “No” if there is time left and candidate would like to continue with the test.

25. **Candidate** – When “Yes” is clicked, the candidate will now have the chance to submit comments or suggestions they would like to share with Prometric. When complete, click **“Next”**.
26. **Candidate** – Review the test results page for accuracy. “Click here to continue.”

**Note:** This is **not** an official Score Report. It is intended as a candidate copy. For all tests except Principles of Public Speaking Part 2 Speech Topic, after 24 hours, test takers can also go online to [http://ibt.prometric.com/dsst](http://ibt.prometric.com/dsst) and click on Secure Sign-in to log in and retrieve a copy of their score report from another computer. Official DSST score reports are mailed to the institution the candidate designated at the time of registration within 7-10 business days.
27. **Candidate** – End the testing session by clicking “Click here to Continue.”

28. **Proctor** – Click “Sign Out” if the candidate is done testing or “Return to Candidate Menu” if they are scheduled for another test.

<table>
<thead>
<tr>
<th>Prometric IBT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sign Out</strong></td>
<td>Please sign out if you have completed your tests.</td>
</tr>
<tr>
<td><strong>Return to Candidate Menu</strong></td>
<td>Return to the main menu if you would like to take another test, update personal information, or review scores.</td>
</tr>
</tbody>
</table>

29. **Proctor** – Completely close down the Lockdown Browser by Clicking the X close button in the upper right hand corner of the window.

**Printing a score report**
1. After the candidate has completed the test, they will see the Test Results screen.

2. Click the Print link in the upper left corner.
**General Information**

The Principles of Public Speaking test is two parts. Part 1 is a multiple-choice test and Part 2 requires the candidate to give a speech. Part 1 is a 2-hour test with functionality the same as other DSST tests except no score provided at the end of the test. Part 2 is a 20-minute test with the candidate speaking into a headset to complete a 3 – 5 minute speech. **Students must manage the 20-minutes to ensure they have time to complete the speech.**

Both tests are launched with keycodes. TCA’s must complete a Functionality Test in order to obtain the keycodes. Please see instructions on How to Run the Public Speaking Functionality Test on page 24 of this guide.

**Launching the Public Speaking Part 1 and Part 2 Live Test**

1. Verify the computer volume is not on mute.
2. Confirm you have the KOSS SB45 headsets with microphones. If you do not have a set please place an order by sending an email to DSSTCenter@prometric.com.
3. Confirm you have the Public Speaking keycodes for both Public Speaking part 1 and 2 for the Military and Civilian domains. Please call 866-794-3497 and press option 2. If you do not have the keycodes or if you encounter issues entering the keycodes.
4. Initiate Lockdown Browser. The Lockdown Browser is an application developed by Prometric to enable secure delivery of Internet Based Tests. It must be installed on each computer used to deliver DSST tests. Instructions to install the software on page 18 of this guide.
5. Launch the Lockdown Browser. Type the following URL: https://ibt.prometric.com/dsst/lockdown/start.aspx
✓ **Secure Sign-In** – Click if candidate has previously taken a test. Candidate will be required to enter their username and password.

![Secure Sign-in](image)

✓ **First-Time Registration** is for those whom have never previously taken a DSST test using the Online Testing System.
- If candidate has previously taken the Practice Test they must sign in under First Time Registration and re-create their username/password when taking the actual test.

6. Select a Test Provider or Program from the drop down box.
   - **DSST** Select this domain for Civilian Candidates or Military retesters
   - **DSST Military** Select for Approved Military Candidates

7. **Candidate** - Review the Privacy Notice for Users of Prometric Systems and click I AGREE when completed.

![Privacy Notice](image)

8. **Candidate** - Complete mandatory registration information. If a repeat test taker the candidate should verify all information is accurate. The email address entered on this page is the same that will be used for delivery of score results.
Note: The “Institutional Score Report Recipient” box must have the institution’s DSST Code ONLY. A CLEP Code will NOT be accepted. DSST codes can be found at www.getcollegecredit.com/search.

9. Proctor – Click Take Test on the Main Menu, under Candidate/Delivery.
10. **Proctor** - Type in the keycode for the Public Speaking test under “Private Tests”. Click **Submit**. (Please call 866-794-3497 and press option 2. If you do not have the key codes or if you encounter issues entering the key codes)

![Image of Proctor interface](image)

11. After **entering the keycode**, you may receive the error shown below. Check the box “Always trust content from this publisher” and click **Run**.

![Image of Warning Security dialog](image)

If you are launching the Part 1 test, follow the prompts on the screen to complete registration and launching the test. There are step-by-step instructions in the Launching a Live Test section on page 27.

If you are launching the Public Speaking Part II Speech test please continue to step 12.

12. **Candidate** - Perform a functionality test of the voice recorder. Record and playback functions can be practiced multiple times during this process. After clicking **“Take This Test”**, only one recording can be made.

13. **Proctor** must be with Candidate during this test. If Candidate cannot hear their voice on the recording the volume control will need adjusted. Proctor will have to exit the Lockdown Browser, adjust volume and try again.

Figure 1
Click **round red record button**, and then speak into the headset microphone.

Figure 2:

Click **square blue stop button** when done recording the test message.

Figure 3:
Click **blue triangle playback button** to listen to the recording. This is done to ensure the device will properly record.

**Figure 4:**

<table>
<thead>
<tr>
<th>Test Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Test Name</strong></td>
</tr>
<tr>
<td>DSST Domain PSE Part 2 DEMO</td>
</tr>
</tbody>
</table>

**Description:**

DEMO-Principles of Public Speaking Part 2 Speech-Topics is the second part of a two-part exam. You will have 20 minutes to prepare and deliver an impromptu persuasive speech on a random topic that will be provided to you.

**Requirements:**

- Cookies and javascript must be enabled on your web browser.
- This test does not require a proctor sign-in (test supervisor).
- This test does not require payment.
- You must have Java installed and enabled on your browser to take this test.

When the device is playing, the **square blue stop button** is on the screen. The yellow bar indicates the progress of the playback. When comfortable with the controls, click "**Take This Test!**" to continue.

**Figure 5**

This message appears if an attempt is made to launch a test before testing functionality of the recording device.

14. **Proctor** - Proctor Authentication asks the Proctor to enter the Username and Password created during the Site Readiness Process. This ensures only a Proctor can launch the test.

15. **Proctor/Candidate** - No test fees are collected for the Speech Topic Part 2 test.
16. **Candidate** - Review the Test Information Page thoroughly. **Proctor** must ensure the Candidate has a clear understanding of the importance of time management, as explained on the Information page.

17. Immediately begin the test by clicking “**Begin Test**”, located at the bottom of the screen. As stated in the Information page, the Candidate will have:

18. **10-minutes to prepare.**

19. “Notes” box allows Candidate to take notes for their speech; scratch paper should be available if they would prefer to handwrite notes. Scratch paper must be collected when test is complete.

20. **5-minutes to deliver the speech.**

21. Time on the speech begins when Candidate presses the **round red record button.**

22. **5-minutes to playback the speech.**

23. **Important things to remember:**
   a. Recording automatically stops after 5 minutes has elapsed.
   b. Speech must be a minimum of 3 minutes and can be a maximum of 5 minutes. If speech is outside of these parameters, it will not be scored.
c. If the **square blue stop button** is clicked, at any time, before the Candidate has completed their speech, whatever has been recorded is saved and nothing more can be recorded.

d. Candidate can only playback what has been recorded once.

e. Candidate cannot record again.

24. **Candidate** – Once “**Begin Test**” is clicked, the following screen appears:

25. If Candidate does not begin recording with 5-minutes remaining the following message appears.

26. **Candidate** – Use the recommended 10 minutes to prepare the speech; click **round red record button** to begin recording.
27. **Candidate** - Click the **square blue stop button** to stop the recording of the speech. Speech must be a minimum of 3 minutes and can be a maximum of 5 minutes. If speech is outside of these parameters, it will not be scored.

28. This error appears if a second recording is attempted during the live test.
29. **Candidate** - Click the **blue playback button** to listen to the recorded speech.

30. The speech can only be played back one time. If additional attempts are made, this error will appear.

31. **Candidate** – After listening to the speech, the test is complete. Click “Next” to save the audio.
32. **Candidate** – The words “Save Successful” will appear when the audio has been saved. Click “**Next**” to continue.

33. **Candidate** - The next screen is an announcement that the test has been completed. Information on the following topics is also provided:
   a. You must pass both Part 1 Multiple Choice and Part 2 Speech Topic in order to receive a passing score
   b. The Re-Take Rule – If you have previously taken the same DSST test within the past 90 days by paper/pencil or online, scores for this test will be invalid.
   c. Your score report will be emailed to candidates approximately 4 weeks after completion of both parts of the test.

34. When finished, click “**Next**”.
35. **Candidate** – The summary page indicates completion of the speech portion of the test. Click **“End Test”** to continue.

36. **Candidate** – Click **“Yes”** to confirm the end of the test. This submits the test for scoring.

37. **Candidate** – The optional feedback screen is an opportunity to document comments about the test and the testing experience. Click **“Next”** to continue.
38. **Candidate** – Review the test results page for accuracy. “Click here to continue.”

**Note:** The email address on this page is where the score report will be sent.

39. **Note:** Scores are not immediately available for either Principles of Public Speaking Part 1 or Part 2. Results are sent approximately 4 weeks after completing BOTH Public Speaking Part 1 and Part 2.

40. **Candidate/Proctor** – Upon completion of the test candidate clicks Sign Out to exit IBT. Proctor should ensure candidate has completed this step.

41. If the candidate does not end the test before the 20-minute maximum OR if the test ends while the speech is in progress, a message appears to wait while the test stores and the following screen will appear. This message explains how the time has expired and the test has ended.
Principles of Public Speaking Frequently Asked Questions

Is it recommended to allow more than one person at a time to take the speech portion of the test?
Yes, if you have the space to accommodate multiple test takers without being distracted while speaking out loud, or if you have separate testing rooms available.

What are my options if my testing center does not have the space to accommodate more than one test taker at a time?
The multiple-choice portion can be taken as a group with the speech scheduled individually.

Can I schedule the multiple-choice part of the test for different days of the week from the speech?
We always recommend you consider the multiple-choice and speech as one test taken on the same day but some sites offer them separately during different days of the week. For example, a site might offer the multiple-choice test on Monday/Wednesday/Friday and the speech test on Tuesday/Thursday.

Is it recommended to have the tests scheduled?
Yes, we recommend all tests to be scheduled. This prevents students from waiting in line to take a test, ensures you have enough staff to cover the testing center, and if you choose, send an email before the test day with helpful information such as parking, fees and forms of payment, what items to bring and what is not allowed in the testing center so the test taker is prepared.

I have students who want to delay taking the speech portion after completing the multiple-choice, is that permitted? If yes, how long do they have to complete?
We recommend you administer the test as a whole and not individually but if you choose to allow a waiting period we suggest you schedule the speech test the same week or allow only up to 30 days for both parts to be completed.

If a candidate fails one part of the test, can they just retake the part they fail?
No, the pass/fail result is for both parts of the test so if a candidate fails one part of the test they must re-take both Part 1 and Part 2.

Password Help

PROCTORS - FORGOT YOUR PASSWORD?
Log in to http://ibt.prometric.com/dsst_proctor, Click on “Secure Sign-in”, Click on “Recover username/password”. You will then be presented with two methods for recovering the username/password.

**CANDIDATES - FORGOT YOUR PASSWORD?**

Instruct candidate to log in to http://ibt.prometric.com/dsst, Click on “Secure Sign-in”, Click on “Recover username/password”. They will then be presented with two methods for recovering the username/password.

**Military Tester Identification Rules**

The test administrator must verify that the military or military-approved candidates possess the following identification to qualify for a military funded DSST test. Please note that because the currently used Common Access Card does not contain a signature of the prospective test taker, test centers must request a second form of identification.

**Driver’s License Used as Identification**

For most states, military members’ licenses do not expire while they remain on active duty. For example, the Pennsylvania driver's license of a service person on active duty will continue to be valid as long as active service continues outside of Pennsylvania. If they are stationed within the state, they must renew their license. There is no one website providing the policy for all the states. It depends on each state regarding when/if a driver’s license for military personnel expires.

Prometric will recognize an out of state expired license, expired or not, as a valid ID when presented with an active duty military ID.

**Name Changes for Military Members**

Active duty military spouses are responsible for updating their drivers’ licenses because of name change. Names should match with their dependent military ID.

**Basic Requirements for Military Test Takers**

**Service Members**

✓ A current Armed Forces of the United States Common Access Card, and one (1) other state or government picture identification with signature (typically a state driver’s license), or valid passport.

**Eligible Civil Service Personnel**
✓ A current Armed Forces of the United States Common Access Card, and one (1) other state or government picture identification with signature (typically a state driver’s license), or valid passport; OR
✓ A Federal Civil Service Identification containing a picture and signature; OR
✓ Federal Civil Service Identification (without picture and signature), and one (1) other state or government picture identification with signature (typically a state driver’s license), or valid passport.

**Eligible Spouses**
✓ A current United States Uniformed Services ID Card.

**Military Test Center Administration Fees**
Registration fees vary between the On-Campus Test Centers and National Test Centers On-Base.

<table>
<thead>
<tr>
<th>TEST TAKER</th>
<th>Non-refundable Registration Fee</th>
<th>Test Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Military Members ✅ Includes Reserve Components and Coast Guard personnel</td>
<td>$15-25</td>
<td>Funded</td>
</tr>
<tr>
<td>✓ Spouses and Civilian Employees of: ✓ Air Force Reserve ✓ Air National Guard ✓ Army National Guard ✓ Army Reserve ✓ Coast Guard (Active and Reserve)</td>
<td>$15-25</td>
<td>Funded</td>
</tr>
<tr>
<td>✓ Retirees, Civil Service Employees, Spouses and Family Members of other Military Personnel</td>
<td>$15-25</td>
<td>$80</td>
</tr>
</tbody>
</table>

*Non-refundable registration fee is the responsibility of the test taker and may vary by test center.

**DANTES WILL ONLY FUND THE REGISTRATION FEE FOR APPROVED NATIONAL TEST CENTERS**
Approved Auxiliary Testing Materials

Below is a list of auxiliary testing materials that ARE permitted with DSST tests.

Calculator Use

For tests for which calculators are allowed, the ONLY calculators that may be used, NO EXCEPTIONS, are commercially produced handheld calculators that are battery or solar-operated, silent, nonprogrammable, and do not have either a full alphabetic keyboard or graphical display.

<table>
<thead>
<tr>
<th>Form</th>
<th>Test Title</th>
<th>Materials Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>424</td>
<td>Fundamentals of College Algebra</td>
<td>Calculator</td>
</tr>
<tr>
<td>450</td>
<td>Principles of Statistics</td>
<td>Calculator</td>
</tr>
<tr>
<td>524</td>
<td>Principles of Finance</td>
<td>Calculator</td>
</tr>
<tr>
<td>525</td>
<td>Principles of Financial Accounting</td>
<td>Calculator</td>
</tr>
<tr>
<td>536</td>
<td>Introduction to Computing</td>
<td>Calculator</td>
</tr>
<tr>
<td>550</td>
<td>Personal Finance</td>
<td>Calculator</td>
</tr>
<tr>
<td>812</td>
<td>Business Mathematics</td>
<td>Calculator</td>
</tr>
</tbody>
</table>

Financial Tables

The test will include an online reference table to use throughout the testing session. The candidate can access these tables by selecting the Summary button and the appropriate item needed. The reference items are listed as Table 1, Table 2, Table 3, and Table 4, etc.

Scratch Paper

The test administrator will provide scratch paper for all DSST tests. All scratch paper is considered a secure test material and must be collected by the TCA to be confidentially destroyed.

**VERY IMPORTANT:** telephones, beepers, and alarm wristwatches are NOT permitted in the testing room.
To be used by authorized college administrators only.

Name: __________________________
Title: __________________________
Institution Name: __________________________
DSST Center Code: __________________________
Address: __________________________
City, State, Zip: __________________________
Phone: __________   Web Site: __________________________
Date: __________

DSST Test Preparation Materials may also be downloaded directly from www.getcollegecredit.com.

✓ Study Courses (through iStudySmart.com)
✓ Practice Tests
✓ Fact Sheets

Prometric, DSST Program
7941 Corporate Dr.
Nottingham, MD 21236

Phone:   877.471.9860
Fax:     651.603.3008

Email: getcollegecredit@prometric.com
<table>
<thead>
<tr>
<th>QTY</th>
<th>FORM</th>
<th>FACT SHEET TITLE</th>
<th>QTY</th>
<th>FORM</th>
<th>FACT SHEET TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>424</td>
<td>Fundamentals of College Algebra</td>
<td>530</td>
<td></td>
<td>Human Resource Management</td>
</tr>
<tr>
<td></td>
<td>450</td>
<td>Principles of Statistics</td>
<td>531</td>
<td></td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td></td>
<td>461</td>
<td>Art of the Western World</td>
<td>532</td>
<td></td>
<td>Principles of Supervision</td>
</tr>
<tr>
<td></td>
<td>465</td>
<td>Western Europe Since 1945</td>
<td>534</td>
<td></td>
<td>Business Law II</td>
</tr>
<tr>
<td></td>
<td>469</td>
<td>An Introduction to the Modern Middle East</td>
<td>536</td>
<td>Introduction to Computing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>470</td>
<td>Human/Cultural Geography</td>
<td>543</td>
<td></td>
<td>Introduction to Business</td>
</tr>
<tr>
<td></td>
<td>471</td>
<td>Rise and Fall of the Soviet Union</td>
<td>548</td>
<td></td>
<td>Money and Banking</td>
</tr>
<tr>
<td></td>
<td>473</td>
<td>A History of the Vietnam War</td>
<td>550</td>
<td></td>
<td>Personal Finance</td>
</tr>
<tr>
<td></td>
<td>475</td>
<td>Business Ethics and Society</td>
<td>551</td>
<td></td>
<td>Management Information Systems</td>
</tr>
<tr>
<td></td>
<td>483</td>
<td>The Civil War and Reconstruction</td>
<td>812</td>
<td></td>
<td>Business Mathematics</td>
</tr>
<tr>
<td></td>
<td>489</td>
<td>Foundations of Education</td>
<td>500</td>
<td></td>
<td>Astronomy</td>
</tr>
<tr>
<td></td>
<td>490</td>
<td>Lifespan Developmental Psychology</td>
<td>508</td>
<td></td>
<td>Here’s to Your Health</td>
</tr>
<tr>
<td></td>
<td>494</td>
<td>General Anthropology</td>
<td>511</td>
<td></td>
<td>Environment and Humanity: The Race to Save the Planet</td>
</tr>
<tr>
<td></td>
<td>495</td>
<td>Substance Abuse</td>
<td>512</td>
<td></td>
<td>Principles of Physical Science I</td>
</tr>
<tr>
<td></td>
<td>497</td>
<td>Introduction to Law Enforcement</td>
<td>519</td>
<td></td>
<td>Physical Geology</td>
</tr>
<tr>
<td></td>
<td>498</td>
<td>Criminal Justice</td>
<td>820</td>
<td></td>
<td>Technical Writing</td>
</tr>
<tr>
<td></td>
<td>562</td>
<td>Fundamentals of Counseling</td>
<td>474</td>
<td></td>
<td>Ethics in America</td>
</tr>
<tr>
<td></td>
<td>524</td>
<td>Principles of Finance</td>
<td>496</td>
<td></td>
<td>Introduction to World Religions</td>
</tr>
<tr>
<td></td>
<td>525</td>
<td>Principles of Financial Accounting</td>
<td>815</td>
<td></td>
<td>Principles of Public Speaking</td>
</tr>
</tbody>
</table>
**IBT Quick Reference Guide**

<table>
<thead>
<tr>
<th>PROCTOR</th>
<th>CANDIDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1:</strong> Initiate Lockdown Browser:</td>
<td>4: Review Privacy Notice and click “I Agree”</td>
</tr>
</tbody>
</table>
| ✓ Open Internet Explorer | 5: Complete or Confirm mandatory registration information and click “Submit”, then “Continue”.
| ✓ Go to:                 | **Important:** The Institutional Score Report Recipient must contain a valid DSST ID or the report will NOT be printed and mailed and will result in a $30 transcript fee. Valid DSST IDs can be found at [www.getcollegecredit.com/search](http://www.getcollegecredit.com/search). |
| https://ibt.prometric.com/dsst/lockdown/start.aspx | 8: Select the test you need to take                                      |
| **2:** Click "Secure Sign-In" or "First-Time Registration" | 9: Confirm test selection by clicking “Take This Test”                    |
| ✓ Secure sign-in for **returning** DSST testers | **(Student received this information from academic advisor)**              |
| ✓ First-time registration for **new** DSST testers | 10: Enter Proctor Username and Password                                     |
| **3:** Choose Test Provider (*First-time registration only*) | 11: Pay for test using Credit Card only                                   |
| ✓ DSST – Civilian or unfunded-Military Testers | *(All information must be accurate. If not this will result in a declined payment and will show as a pending payment which will drop off within 3 business days.)* |
| ✓ **DSST Military** – Funded-Military Testers | 12: Review Information Page                                                 |
| | *(Optional tutorial is available.)*                                       |
| | 13: Click “Begin Test” when ready                                           |
| | *(Unofficial score can be printed at results page)*                       |
| **6:** Click “Take Test” on the Main Menu | **14:** End test when complete                                              |
| **7:** Click “Submit” under Public Tests | *(Unofficial score can be printed at results page)*                       |
| *(For Public Speaking enter keycode under Private Tests and click “Submit”)* | **15:** Click Sign Out or Return to Main Menu *(Return to Main Menu only if candidate is taking another test)* |
| **10:** Enter Proctor Username and Password | **16:** Click the “X” close button in the upper right hand corner         |
| *(Usually needs to be clicked two times in order to close)*                | *(Usually needs to be clicked two times in order to close)*                |
**Reminder**: In the event you have a candidate that may have lost a significant amount of allotted testing time due to technical issues, please contact Technical Support immediately at **866.794-3497** or eHelp at [www.ehelp.prometric.com](http://www.ehelp.prometric.com). The Global Test Center Support has the ability to extend testing time if it is warranted.

**Need Help? – Useful Websites and Phone Numbers**

**IBT Set Up Support and Proctor Inquires:**
Phone: 866.794.3497 press option 2  
Email: dsstcenter@prometric.com

**IBT Technical Support:**
Phone: 866.794.3497 press 1 or Visit: [http://ehelp.prometric.com](http://ehelp.prometric.com)

**Candidate Inquiries:**
Toll Free: 877.471.9860  
Email: getcollegecredit@prometric.com

**Candidate Missing Score Reports:**
Toll Free: 800.853.6769

**Locate an Institution:**
Visit: [http://www.getcollegecredit.com/search.html](http://www.getcollegecredit.com/search.html)

**Proctor Log-In Site:**
[https://ibt.prometric.com/dsst_proctor](https://ibt.prometric.com/dsst_proctor)

**Candidate Log-In Site:**