

## BASE-SPONSORED NATIONAL TEST CENTER ESTABLISHMENT

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

At the base-sponsored NTC, the institution is responsible for providing staff, computers, technical support, and Internet connection. If the NTC can be located on station, the base provides the room/space for the computer lab. It is a win-win situation for the institution if they already have a computer lab, as it maximizes the use of their computers and generates funding to maintain and operate their facility. Service members' pay nothing while testing on base and receive instant score results.

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

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

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### 1. Complete a **Memorandum Of Understanding (MOU)**.

Initiated by the ESO or Education Center Director, the MOU is an agreement between the institution and the base. DANTES Code 20C will provide a sample MOU upon request to [exams@navy.mil](mailto:exams@navy.mil) or call 850-452-1111, ext 3118, DSN 459-1111, ext 3118. The MOU must be signed by both parties and returned to DANTES Code 20C.

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

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

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

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Provide the following:

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

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

While the MOU is being completed, the institution should also complete:

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

4. The Base-sponsored NTC Identifies a **Master Site Administrator (MSA)**.

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

5. **OCONUS ONLY** - Paper-Based Exams Are Returned – ALL PAPER-BASED CLEP EXAMS ARE DISCONTINUED. RETURN PAPER-BASED DSST EXAMS.

- Testing agencies confirm all paper DSST exams from the base have been returned within no more than 21 business days of IBT activation and confirmation is sent to DANTES European Division.
- Base Education Center will provide a list of all scheduled paper and pencil candidates to the base-sponsored college testing center.

6. **Testing Begins**

Access to DSST IBT software is provided with the Letter of Agreement (LOA).  
The CLEP software and Administrator's Handbook is mailed to the institution and the

software is installed on computers. Training opportunities are available for test administrators.