

Greetings,

Thank you for your interest in taking your CLEP exam at Malcolm X College. To request an appointment, please email ([MXtesting@ccc.edu](mailto:MXtesting@ccc.edu)) your 3 preferred test dates/times, along with the CLEP exam title within our testing hours as follows:

Wednesday-9am-1pm

*An example is as follows:*

Hello,

My name is (First and Last name) and I am interested in taking the (provide the exact title as it is listed on collegeboard.org) at your college. I am available within your testing days and hours on...

Provide 1<sup>st</sup> choice (*Wednesday, specific date and time*)

Provide 2<sup>nd</sup> choice (*Wednesday, specific date and time*)

Provide 3<sup>rd</sup> choice (*Wednesday, specific date and time*)

You must provide all the details as in the example above, or your request will not be processed (meaning, it will not be forwarded to our scheduling queue). Once we receive your inquiry, please allow 48 business hours for us to confirm your appointment.

Please do not request an appointment until you have purchased your CLEP ticket.

The current CLEP fee is \$95.00 that must be paid to CLEP, at [collegeboard.org](http://collegeboard.org)

The administrative fee is \$30.00, which must be paid to Malcolm X College via an electronic payment. We will send you the link in our confirmation email to you, which you should then pay the admin fee.

Do not pay this fee without a confirmed appointment from us, as our Business Office does not give refunds for this exam.

Also, if you are unable to make your appointment, please let us know 24 hours prior to your appointment. If you miss it and reach out to us later, you will be required to pay another admin fee.

If you reschedule and you are requesting a date outside of your initial 3 dates, you will be required to pay a double admin fee.

**Please note: With the high demand for CLEP testing at our college, we will not process any requests that is incomplete.**

**In addition, appointments are subject to be rescheduled.**