

PLEASE expand the screen for optimum viewing.

Good morning from the Bellevue University Test Center.

This tutorial will help you schedule a CLEP test, A DSST test, or a Computer Proficiency test.

First go to the Bellevue.edu site. Log in to BRUIN.

Once you are in BRUIN, under Student Resources, find Test Center help.

Click on Schedule a Test.

Two red ribbons open. You are interested in the top ribbon: scheduling a CLEP, DSST, or Computer Proficiency test. Click on the red ribbon.

Fill in your personal information.

Select the test you wish to take. You will notice a number of tests are available. Please check with your advisor that your test will count for your program.

Select the day, time and location you wish to test. Please call the Test center at 402-557-7428 if you have questions about the days and times you can schedule.

Be sure to read and review the statements which you will need to check that you understand the no refund policy and the \$15 re-scheduling or no show fees.

Fill in your credit card information and click Submit. A member of the Test Center Team will respond to your request.

On this form you are paying a \$30 proctoring fee for the CLEP and DSST tests. You will be paying \$45 for the Computer Proficiency tests.

When you come in to take a CLEP or DSST test, you will need to bring a credit card to pay the remaining \$80 CLEP/DSST test fee.

If you are interested in the New York Foreign Language Proficiency test, please call us at 402-557-7428 as there are a number of details and fees involved with taking this test.

If you need assistance with any part of the scheduling a test process, please call us at 402-557-7428.

You may also email the Test Center at testing@bellevue.edu.