

# CLEP Institutional Reporting Reference Guide

School score reports are now available through the **College Board K-12 Score Reporting Portal**.

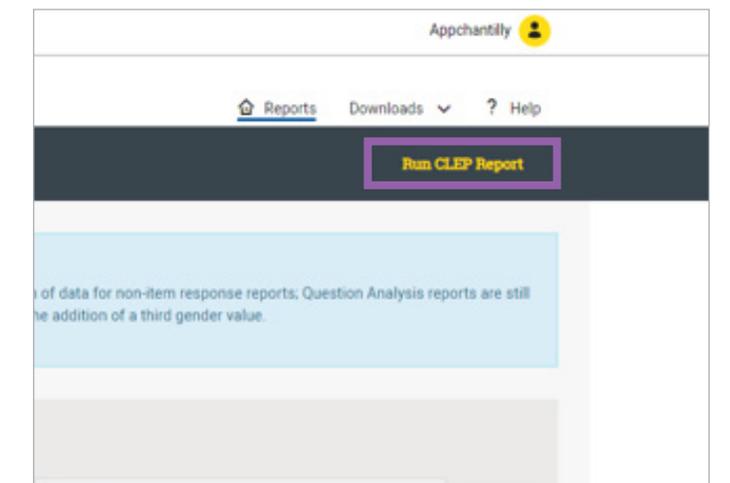
Please note that this site uses a College Board professional account, which is different from your CLEP® Resource Center, eLearning, or CLEP Unify Platform user account.

To access scores, you'll need to sign in through the **K-12 Reporting Portal page**. If you've never used the Reporting Portal, you'll need:

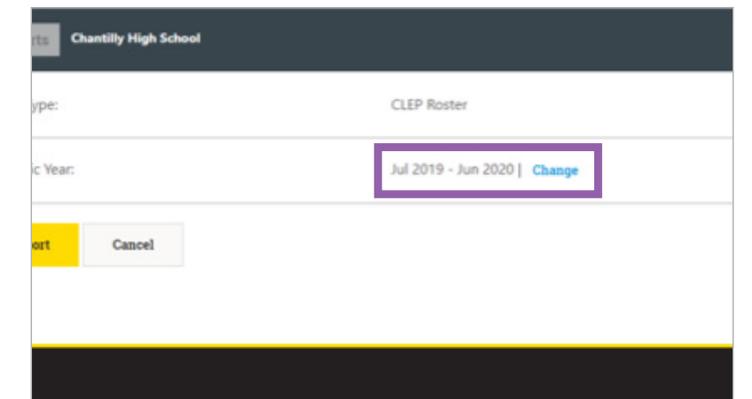
- 1. A College Board professional account.** A College Board professional account is different from your login for the CLEP Resource Center and the eLearning site. If you don't have a College Board professional account, [create one here](#).
- 2. Permission from your institution's access manager.** Every school, district, and state has an access manager. If you're not sure who your access manager is, email [clep@collegeboard.org](mailto:clep@collegeboard.org) with CLEP Institutional Reporting—Access Manager in the subject line.

## How to Access CLEP Scores

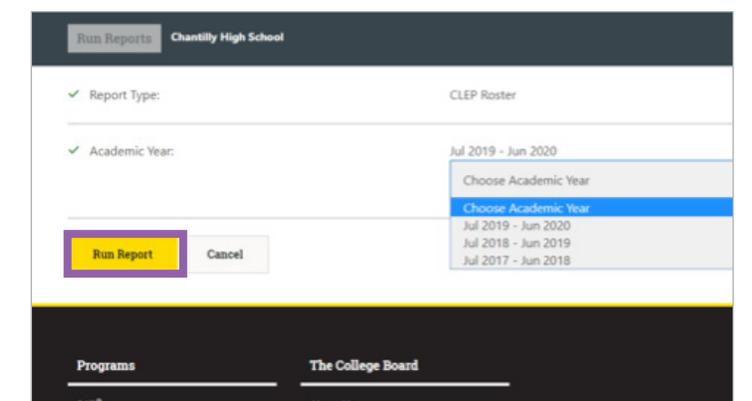
Once logged in to the Reporting Portal, go to the black bar at the top, and click on the **Run CLEP Report** button.



You'll then be taken to the CLEP Reports page, which shows the Report Type as CLEP Roster and the Academic Year as the current school year. If you'd like to view score data for a different academic year, click on **Change** next to the current school year, and then select from the Academic Year drop-down menu. Only the past three academic years will be shown.

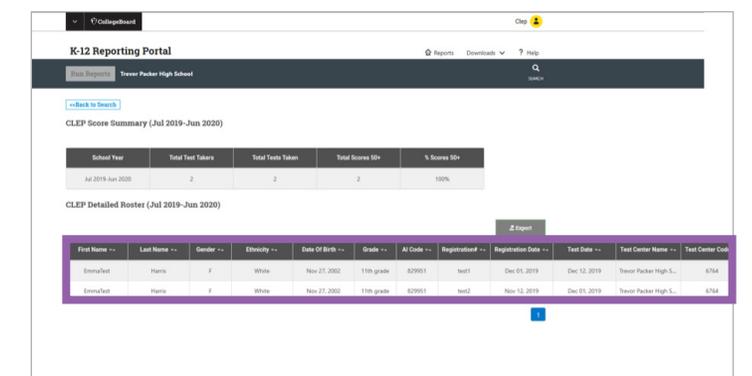


Once you've selected the appropriate academic year, click on the yellow **Run Report** button.



A high-level summary will appear at the top of the page, which includes the school year, number of CLEP test takers at the school, number of tests taken, total scores above 50, and the percentage of scores above 50. For district-level users, the summary will show the total number of test takers across the district, as well as the number of tests taken, total scores above 50, and the percentage of scores above 50.

Below the summary, you'll find the CLEP Detailed Roster, a table listing all students who have taken a CLEP exam during that academic year. The table includes first name, last name, gender, ethnicity, date of birth, grade, AI code, registration ticket number, when they registered, when they tested, test center name, test center code, test center city, exam subject, and score. The table can be sorted by any of the previously mentioned fields.



The table can also be exported into a .csv file by clicking on the **Export** button above the table. To export data, click on the **Export Report** button.

The screenshot shows a reporting interface for a school. At the top, there are navigation links for Reports, Downloads, and Help. Below that is a search bar. The main content area shows a summary for the school year 2019-Jun 2020. A table displays the following data:

Total Test Takers	Total Tests Taken	Total Scores 50+	% Scores 50+
2	2	2	100%

Below this summary is a detailed roster table. An 'Export' button is highlighted in purple above the roster table. The roster table has the following columns: Gender, Ethnicity, Date Of Birth, Grade, AI Code, Registration#, Registration Date, Test Date, Test Center Name, and Test Center Code. Two rows of student data are visible.

To return to the K–12 Reporting Portal dashboard, click on **K–12 Reporting Portal** at the top of the page.

### IMPORTANT NOTES:

- The school year drop-down menu includes the option to choose from the past 3 school years. However, you'll only be able to view data from one school year at a time.
- If your school hasn't tested in the past or has not yet administered a CLEP exam for the current school year, no data will be displayed.
- Data will be refreshed daily. However, if your students have taken the College Composition exam or the Spanish with Writing exam, scores are available 2–3 weeks from the exam date.

For more information on CLEP Reports, visit the [CLEP Institutional Reporting page](#).

The screenshot shows the K-12 Reporting Portal dashboard. At the top, there is a 'CollegeBoard' logo and a 'K-12 Reporting Portal' header. Below the header, there are buttons for 'Run Reports' and 'Trevor Packer High School'. A '<<Back to Search' button is also visible. The main content area shows a 'CLEP Score Summary (Jul 2019-Jun 2020)' table with the following data:

School Year	Total Test Takers	Total Tests Taken	Total Scores 50+
Jul 2019-Jun 2020	2	2	2

Below the summary table is a section for 'CLEP Detailed Roster (Jul 2019-Jun 2020)'.