Dear Student:

You are receiving this letter because you are registered to take an upcoming CLEP exam. Please read through the important information below so that you will be prepared for the exam.

- **You must preregister** at [http://clep.collegeboard.org/register/exam](http://clep.collegeboard.org/register/exam) before the day of the exam!
- **Print your Ticket ID** and payment receipt and bring it with you on the day of the exam.
- **The exam will be held in Bates Hall Classroom 03**. Please see the attached campus map for details about where to find Bates Hall on campus.
- **2 forms of identification are required**. One of these must be a government-issued photo ID (Driver’s license, military ID, state ID, Passport); the other may be a student ID card or another form of ID from the above list.
- If you are a Westfield State student, you may park wherever your Parking Decal will allow. Please follow regular parking restrictions and rules. If you are not a Westfield State student, you may park wherever visitor parking is denoted on the campus map. **If you receive a ticket for parking in the wrong area, we cannot help, so please park in the correct area.**
- Food and drink are not permitted in the computer lab. All personal belongings will have to be removed during the time of the exam, so please only bring with you the items that you really need. Scratch paper and pencils will be provided.
- **The exam begins at 1pm, so please plan to arrive by 12:45pm for check-in.** Test-takers arriving after the exam begins may not be admitted as it is disturbing to other test takers.

If you have any questions, please feel free to contact me at (413) 572-8149 or awoody@westfield.ma.edu.

Sincerely,

Amy L. Woody

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