MEMORANDUM OF UNDERSTANDING

BETWEEN

THE UNITED STATES AIR FORCE
2D BOMB WING, BARKSDALE AFB, LOUISIANA 71110

AND

BOSSIER PARISH COMMUNITY COLLEGE
BOSSIER CITY, LOUISIANA 71111

PART I

GENERAL

A. Participants: This Memorandum of Understanding (MOU) is made between the United States Air Force, 2d Bomb Wing Commander (CO), Barksdale AFB LA 71110 and Bossier Parish Community College (Al), Bossier City, Louisiana 71111, operating as a national test center for College-Level Examination Program® (CLEP® eCBT), Internet-based DSST®, and Excelsior College® Examinations (ECE CBT) testing programs.

B. Authority:
   1. DoD Directive 1322.8
   2. DoD Instruction 1322.25
   3. College Board Contract N00189-07-D-Z047
   4. Prometric Contract N00189-09-D-Z070
   5. Excelsior College Contract N00140-07-D-0002

C. Purpose: The purpose of this Memorandum of Understanding (MOU) is to provide guidelines for acquiring CLEP eCBT, iBT DSST, and ECE CBT testing services on or near military installations from a National test center (college or university). A national test center operates under:

   1. For the CLEP eCBT testing program, a Technology-Based Testing Center Management and Administration Agreement (hereinafter referred to as “Test Center Agreement”) between ETS, who is an authorized vendor of the College Entrance Examination Board (hereinafter called the College Board)
   2. For the iBT DSST testing program, a Letter of Agreement with Prometric, who holds the trademark for the DSST® examinations.
   3. For the ECE CBT testing program, a Letter of Agreement with Pearson VUE, which is the exclusive vendor for administration of ECE CBT
PART II
SCOPE OF AGREEMENT

A. DEFINITIONS:

1. The words “Academic Institution” abbreviated AI, mean a regionally accredited college or university, or a college or university that is a candidate for regional accreditation status as required by The College Board, Prometric, and Excelsior College. The college or university operates as a National test center under a “Test Center Agreement” with ETS, a Letter of Agreement with Prometric, and a Letter of Agreement with Pearson VUE.

2. The College-Level Examination Program (CLEP) computer-based testing program referred to as “CLEP eCBT” is comprised of 35 computer-based tests. The College Board holds all ownership and proprietary rights, including, but not limited to, copyright, trade secret, trademark, service mark, and patent rights in the test items, and that ETS holds all ownership and proprietary rights, including but not limited to, copyright, trade secret, trademark, service mark, and patent rights in the ETS eCBT application System, the Test Center Handbook, and any other software, manuals, documentation, secure test administration or operational procedures.

3. The Internet-based DSST® testing program is comprised of 36 test titles (excluding the “Principles of Public Speaking” test) delivered through an Internet-Based delivery system. Prometric holds all ownership and propriety rights, including, but not limited to copyright, trade secret, trademark, service mark, and patent rights to the test items.

4. The Computer-based Excelsior College® Examinations program is comprised of 46 test titles. Excelsior College holds all ownership and proprietary rights, including, but not limited to, copyright, trade secret, trademark, service mark, patent and intellectual property rights in the test items that comprise these exams. Excelsior College contracts exclusively with Pearson VUE to provide computer based testing services for the Excelsior College Examinations battery.

5. The words “Commanding Officer,” abbreviated as CO, mean the Commanding Officer of the installation or his or her designated representative.

6. The words “Education Service Officer,” abbreviated ESO or “Education Services Specialist,” abbreviated ESS, refer to the individual assigned the managerial responsibility for the Service’s Voluntary Education Program on the installation.

7. The words “Test Fee” mean the current commercial off-the-shelf CLEP eCBT and iBT DSST test fees established by The College Board and Prometric, respectively.
8. The words “Administration Fee” mean a standard fee paid by DANTES under contract with The College Board, Prometric, and with Excelsior College for administration of CLEP eCBT, iBT DSST, and ECE CBT tests, respectively by a National test center operating under an MOU on or near a military installation, to eligible DANTES-funded military and DANTES-funded civilian examinees.

9. The words “Service Fee” mean a fee charged by the AI as consideration for providing CLEP eCBT, iBT DSST, or ECE CBT services to unfunded civilian examinees (those who pay their own fees). The AI may require each unfunded civilian examinee registering to take a CLEP eCBT, iBT DSST, or ECE CBT test to pay a nonrefundable Service Fee to be collected separately, as recommended by the College Board or Prometric. The AI, in lieu of any honorarium payments from the College Board or Prometric, will retain this Service Fee.

10. The words “Restricted Test Center” refer to a National Test Center operating under an MOU with a military installation to provide CLEP eCBT, iBT DSST, and ECE CBT testing services to the following categories of examinees:

   a) military personnel (active and reserve);
   b) DANTES-funded eligible civilian employees and spouses of participating Reserve Component and Coast Guard personnel if testing at a Reserve Component or Coast Guard installation;
   c) DANTES-funded Department of Defense Acquisition civilian employees;
   d) adult family members of military and DoD employees; e) other civilians enrolled in the on-based voluntary education program; and,
   f) in the overseas environment, those others authorized under the Status of Forces Agreement.

Except for examinees in category a), b) and c), all others are tested on a space-available basis according to Service policies.

B. RESPONSIBILITIES OF THE AI AS A NATIONAL TEST CENTER ON OR NEAR A MILITARY INSTALLATION:

1. Be a member of Servicemembers Opportunity Colleges (SOC) with an established policy for acceptance of CLEP and DSST examinations. The AI credit-by-examination policy needs to identify minimum passing score requirements for individual CLEP and DSST exams with corresponding course requirements.

2. Comply with all terms and conditions of the “Test Center Agreement” and “CLEP Addendum” between the AI and ETS for the administration of CLEP eCBT examinations and with the Letter of Agreement and DSST Internet Based Test Administration Guide with Prometric for the administration of the iBT DSSTs.
3. Provide required resources for administering CLEP eCBT, iBT DSST, and ECE CBT examinations as described in the “Test Center Agreement” and the DSST Internet Based Test Administration Guide, respectively, to include computer equipment, commercial Internet service, technical support, and test administrator support.

4. Meet all operating guidelines and requirements as specified in the CLEP Test Center Handbook, DSST Internet Based Test Administration Guide, and the Pearson VUE Excelsior College Military Funded Program Client Guide all of which shall be controlling over any terms of this MOU.

5. The AI’s primary mission as a National test center is to provide CLEP eCBT, iBT DSST, and ECE CBT testing services to DANTES-funded military and civilian examinees and, on a space-available basis, to all other examinees.

6. For eligible DANTES-funded military and civilian examinees, agree to accept a standard test administration fee of $20 per test paid by DANTES to The College Board and Prometric. The College Board and Prometric will issue checks to the AI for the total number of administered CLEP eCBT and iBT DSST tests, respectively, to eligible DANTES-funded examinees.

7. For unfunded civilian testing, the AI may elect to charge a service fee to compensate the AI for its efforts to provide and maintain a test center. This non-refundable advance service fee should not exceed $20 per test from each prospective civilian examinee.

8. The AI agrees to provide the on-base Education Center with a copy of all DANTES-funded CLEP eCBT test results for military personnel and a consolidated daily attendance/testing report for scheduled test dates. The AI also agrees to provide a copy of CLEP eCBT test results to all examinees upon completion of exam, with the exception of the English Composition with Essay examination.

9. For the iBT DSSTs, the AI agrees to provide the on-based Education Center with a copy of all DANTES-funded iBT DSST test results for military personnel.

10. For ECE CBTs, the AI agrees to provide the on-base Education Center with a copy of all DANTES-funded ECE CBT multiple choice test results for military personnel. Excelsior College will mail candidate results for funded extended response and mixed response exams to the on-base Education Center after posting the exam grade received from the rater.

11. The AI agrees to notify the ESO or DANTES Test Control Officer, ETS, and The College Board within 24 hours of any test compromise or security breach involving the CLEP eCBT program. For the iBT DSST program, the AI agrees to notify the ESO or DANTES Test Control Officer, and Prometric within 24 hours of any test compromise or security breach.
C. EDUCATION SERVICES OFFICER'S RESPONSIBILITIES:

1. Based on an historical review of the CLEP and DSST testing volumes (military and civilian) for the past three years, discuss with interested AI(s) their willingness to deliver CLEP eCBT, iBT DSST, and ECE CBT testing services to meet the testing volume requirements.

2. Evaluate AI proposals for meeting CLEP eCBT, iBT DSST, and ECE CBT testing requirements and identify the most cost-effective and efficient proposal. Factors to consider are responsiveness to the installations testing schedule requirements, administrative personnel support, responsiveness of technical support, number of testing workstations, and other relevant factors.

3. If the NTC is located on base, provide for a conducive testing environment as described in the DANTES Examination Program Handbook, Part I to include adequate electrical power and space to house and secure the AI's computer equipment.

4. Provide repairs as required to maintain the space housing the CLEP eCBT, iBT DSST, and ECE CBT testing facility. All telecommunication requirements will be at the arrangement and expense of the AI. The ESO should confirm with the installation Information Technology personnel that this arrangement poses no security risk to the military infrastructure.

5. The ESO and education center staff will provide counseling services to support CLEP eCBT, iBT DSST, and ECE CBT testing and refer examinees to the AI for testing. To minimize the impact of “no-shows” for testing, the ESO will develop procedures in cooperation with the AI to monitor and if necessary, address issues if the “no-show” rate becomes excessive.

6. The ESO shall assist in publicizing the AI CLEP eCBT, iBT DSST, and ECE CBT testing program/schedule using all available local media/information sources.

7. The ESO will monitor the AI’s performance to ensure the AI meets the MOU requirements.

8. Based on notification by the AI of a potential test compromise involving DANTES-funded military or civilian examinees, the ESO will notify DANTES immediately as specified in the DANTES Examination Program Handbook.

9. Before DANTES-funded CLEP eCBT, iBT DSST, and ECE CBT testing is authorized to commence under the MOU, the ESO must:

   a. Provide DANTES Code 20A with an electronic copy of the executed MOU with the AI and CO.
b. Ensure that the DANTES TCO has returned all CLEP paper-based examinations, all DSST paper-based examinations (except for the “Principles of Public Speaking”) to Prometric, has returned all ECE paper-based examinations to Excelsior College, and has provided DANTES Code 20A with a copy of the DANTES Document Receipt Form(s) which accompanied the returned tests to Prometric. These tests must be returned using either FEDEX or UPS within 21 business days of IBT activation. If the test center is activated in less than 21 days, the books must be returned immediately. All ECE paper-based examination booklets must be received and verified before Excelsior College will authorize CBT activation.

c. Provide a list of all scheduled paper and pencil candidates to the AI for online testing.

D. DANTES RESPONSIBILITIES:

1. DANTES agrees to provide funding for the CLEP eCBT, iBT DSST, and ECE CBT test fees for eligible military and civilian examinees and for the CLEP eCBT, iBT DSST, and ECE CBT administration fees under the terms of the contracts between DANTES and The College Board and Prometric, respectively.

2. Through the DANTES Score Reporting System (SRS), DANTES will capture CLEP eCBT, iBT DSST, and ECE CBT test results for all DANTES-funded CLEP eCBT, iBT DSST, and ECE CBT administrations and will report these test results for military personnel to their respective Service transcript and counseling systems.

3. DANTES will provide guidance and assistance with implementing the base-sponsored National test center initiative and provide managerial oversight for assessing the effectiveness of this initiative.

4. DANTES will coordinate the investigation of any test compromise involving DANTES-funded military or civilian examinees and work with all parties (military, AI, College Board, ETS, Prometric, Excelsior College) to ensure timely resolution.

E. TERMINATION OF THIS MOU:

1. The terms of this MOU will extend from the effective date hereof until terminated by either signature party by 30 (thirty) days advance written notice.

2. The ESO will notify DANTES and provide a copy of the termination notice to DANTES Code 20A.

3. In the event of any unauthorized disclosure of CLEP, DSST, or ECE secure testing materials, or any other breach by the AI of ETS’s or Prometric test security procedures, the CO retains the right to immediately terminate the MOU with the AI.
IN WITNESS WHEREOF, the parties, hereby intending to be legally bound, have caused this MOU to be executed by their duly authorized representatives.

Commanding Officer

[Signature]
TIMOTHY G. FAY, COLONEL, USAF
Commander, 2d Bomb Wing (AFGSC)
Barksdale AFB LA 71110

Date: 9 Nov 10

Academic Institution

[Signature]
JIM HENDERSON
Chancellor
Bossier Parish Community College
Bossier City LA 71111

Date: 12 Nov 10