Using Exams to Earn College Credit

ONLINE EXAM PROCTORING IS HERE!

SEE PAGE 13 FOR DETAILS
Welcome to UExcel Exams!

Congratulations on wisely choosing to study independently to earn college credit! You are joining millions of students who have discovered that credit by exam is a flexible, low-cost option for earning college credit—at your own pace. By taking and passing Excelsior's UExcel exams, you can save up to 90% of the cost of taking an equivalent online or in-person course. Moreover, you can study for and take your examination around your own schedule, working at your convenience and speed, and ensuring that reaching your dream of earning a college degree doesn’t have to come at the expense of your current job, your family time, or other commitments in your busy life.

Why choose the UExcel brand? Our exams are the only ones created by a not-for-profit, accredited institution of higher learning. We began in 1971 as the Regents External Degree Program of the New York State Education Department and created college proficiency examinations for adult and independent learners who wanted to finish the degrees they had started. Thirty years later, in 2001, we became a private, independent, not-for-profit college — Excelsior College — and our commitment to meeting the unique needs of the adult learner by offering them the option of credit by exam has not wavered. Now in our 50th year, Excelsior has helped more than 180,000 students like you achieve their dreams. We do it by partnering with you to uniquely personalize the path on your way to earning a college degree. The process of earning college credit through UExcel exams gives you greater control, value, and flexibility. We are the pioneers of post-traditional study. We’ve been around the block!

We are here to help you succeed at independent learning. Self-study can be a bit daunting, if you’re not used to it. So we’ve built plenty of support and guidance into the process. Besides support, there are many other reasons to choose UExcel exams:

There are many other reasons to choose UExcel exams:

• You earn actual credit on an official Excelsior College transcript.
• Transcripted credit may be transferable to other institutions because Excelsior is an accredited institution. (Credit transfer is subject to the credit policies at each college and university. Ask your advisor to help you with the process.)
• We offer a wide selection of exams, with over 55 subject area exams at the lower (associate) or upper (bachelor’s) levels.
• Each exam comes with a free downloadable content guide that explains the learning outcomes, weights each content section, and provides sample questions for you to try out.
• Most exams have an optional practice exam so you can pre-test and see where you need to study more. Then you can test again prior to taking the examination again.
• We’ll direct you to links to other resources to help deepen your knowledge of the materials beyond what is found in the textbook (but start with the Recommended Resources, first).
• You can earn college credit for subjects you may already have a background in, through your work or prior learning experience.

At Excelsior, we know the value of human connection. A successful exam experience begins with your advisor. Contact yours at 888-647-2388 or email advising@excelsior.edu. The key is to set your goals and get started on achieving your dreams. Select an exam, study the textbook and related materials, take a practice exam, and then schedule your college credit-bearing exam.

Best wishes for your success!

For more information, contact Student Services & Registration at testadmin@excelsior.edu.

testadmin@excelsior.edu

Excelsior College, 7 Columbia Circle, Albany, NY 12203-5159
Establish a MyExcelsior Account
☑️ Create a MyExcelsior account at www.excelsior.edu

Register and Pay
☐ Register at www.excelsior.edu/examregistration
☐ Sign up for our Exam Payment Plan if you so choose (refer to page 2).
☐ Register for a corresponding practice examination, if available.

Prepare
☐ Order the study resources you need through Excelsior College www.excelsior.edu/support-resources/bookstore-and-more/ (refer to page 6).

Schedule the Exam
☐ Receive your Authorization to Test (ATT) letter on your MyExcelsior message center within 24 to 48 hours after you register and follow the instructions.
☐ Will you take your exam at a Pearson VUE testing center or through online proctoring, through OnVUE? Locate the Pearson VUE Testing Center nearest you to schedule your exam if you’re testing at a center. If you are taking your exam through online proctoring, schedule it through Pearson at home.pearsonvue.com/uexcel. Then visit home.pearsonvue.com/uexcel/onvue to make sure you are prepared for the ID requirements (which are slightly different than at a testing center). Take the tutorial for either the test center or online proctoring option. Visit home.pearsonvue.com/Test-takers/Resources.aspx#what-to-expect to view short videos about the test center and online-proctored experience. A tutorial describing what the basic screen looks like and how to navigate the exam will not be available for testing at either the testing center or in the online proctored environments. Instructions on how to use the computer during the test will not be available when you sit for the exam, for credit. Pearson VUE charges a test administration fee when you schedule your appointment to test. Additional fees apply for phone transactions (scheduling, rescheduling, and canceling).

Take the Exam
☐ Make sure you fulfill the valid ID requirements, which are different for Pearson VUE center vs. online proctoring. Some accommodations, like breaks, are not permitted during online proctoring (although you can petition us for special accommodations). Follow the requirements for testing in a secure environment, and sit for the exam. Good luck!

Request an Official Transcript
☐ Request an transcript online by going to the Examination Transcript Request link on MyExcelsior (refer to page 3).
LIMITATIONS

Information in this catalog is current as of June 2021, and is subject to change without advance notice.

CHANGES IN COLLEGE POLICIES, PROCEDURES, AND REQUIREMENTS

The College reserves the right to modify or revise the admission requirements of any program of the College; degree and graduation requirements; examinations, courses, tuition, and fees; and other academic policies, procedures, and requirements. Generally, program modifications and revisions will not apply to currently enrolled students so long as they actively pursue their degree requirements. However, in the event that it is necessary to make program changes for enrolled students, every effort will be made to give notice. It is also the responsibility of students to keep themselves informed of the content of all notices concerning such changes.

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Excelsior College maintains a drug-free workplace and is a drug-free school, as provided by the Federal Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988.

Excelsior College is committed to providing a learning and working environment that is free from illegal discrimination based upon an individual’s race, ethnicity, national origin, age, religion, marital status, familial status, gender, gender identity, sexual orientation, physical or mental disability, genetic information, or military or veteran status. Illegal discrimination in any form will not be tolerated at the College. Portions of this publication can be made available in a variety of formats upon request.

Campus Crime Statistics can be found at the following website: http://ope.ed.gov/security
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excelsior.edu/exams
Accreditation

Excelsior College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, telephone: 267-284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

The bachelor's degree programs in electrical engineering technology and nuclear engineering technology are accredited by the Engineering Technology Accreditation Commission of ABET Inc. The bachelor's degree program in information technology is accredited by the Computing Accreditation Commission of ABET. ABET is a specialized accrediting agency recognized by the Council for Higher Education Accreditation (CHEA).

Excelsior College has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE), 11374 Strang Line Rd., Lenexa, KS 66215. The business programs in the following degrees are accredited by the IACBE: Bachelor of Science in Business with concentrations in: Finance, General Accounting, General Business, Global Business, Management of Human Resources, Management of Information Systems, Marketing, and Operations Management; and the Master of Business Administration (MBA) with concentrations in: General Track (no concentration), Cybersecurity Management, Health Care Management, Human Performance Technology, Human Resource Management, Leadership, Social Media Management, and Technology Management.

All the college's academic programs are registered (i.e., approved) by the New York State Education Department.

Recognition

The National League for Nursing (NLN) has designated the Excelsior College School of Nursing as a Center of Excellence in Nursing Education, 2016–2021. This distinction has been awarded in recognition of the college's sustained achievements in creating environments that promote student learning and professional development and is the fourth consecutive designation the School has received since the NLN began the program in 2005.

College Credit for UExcel® Exams

UExcel® exams are developed by faculty subject matter experts drawn from colleges all over the United States in conjunction with the assessment and psychometric expertise of the Center for Educational Measurement at Excelsior College. Each examination is built to exacting test specifications detailing specific learning outcomes and cognitive levels that meet or exceed comparable upper- or lower-level course outcomes, and passing scores are determined by a professional standard-setting process. Resources for our exams are chosen by the subject matter experts and are current, widely available academic resources in each content area.

All passing scores on UExcel® exams are accepted for credit at Excelsior College. If you are a student at another college interested in gaining college credit for a UExcel® exam, check with your academic institution regarding its acceptance of UExcel® exams as credit by exam or transfer credit.

If you are seeking to evaluate UExcel® exams for credit at your institution, we encourage you to review our Technical Handbook or contact the Center for Educational Measurement at examcredit@excelsior.edu to help you map our exams to your course offerings.
**Two Easy Registration Options**

1. **Register online (preferred method)**
   Simply visit [www.excelsior.edu/examregistration](http://www.excelsior.edu/examregistration) and follow the online instructions. Be sure to have your Visa, MasterCard, American Express, or Discover Card ready to pay for the exams you choose. Within 24 to 48 hours after you register, you will receive an Authorization to Test (ATT) letter on your MyExcelsior message center to acknowledge your registration and the terms of your eligibility to test.

2. **Register by phone (only if you are unable to register online or if you have an approved accommodation)**
   Call toll free 888-647-2388, at the greeting press 2 and follow the prompts.
   International callers: Dial your international access code, then 518-464-6959.
   Use your Visa, MasterCard, American Express, or Discover Card to pay the exam registration fees.

**Before You Register**

If you are enrolled in an Excelsior program (or want to be), talk with your advisor about how the exam credit will fit into your program requirements. If you are attending another institution, ask the advising team (or Admissions) if the institution will accept the UExcel exam credit for the exam you plan to take. Ask about the minimum grade required for credit, the amount of credit your college (if other than Excelsior) will award for the exam, and how other UExcel exams may fit into your degree completion plans.

If the college you are transferring the credit to does not accept UExcel exams for credit, urge your academic advisor there to consider this credit earning option. You or that institution’s advisor may contact the Center for Educational Measurement at examcredit@excelsior.edu for additional information.
Exam Policies & Procedures

Information on exam policies, including the Academic Integrity Policy, can be found at www.excelsior.edu/studentpolicyhandbook. It is your responsibility to be familiar with all the policies related to your involvement with UExcel exams. Please take a few minutes today to review this important information. All students must agree to abide by the terms of the Excelsior College Academic Integrity Policy before registering to take an examination.

Fees for Tests and Services

Examination Fees
Refer to the list of exams on pages 28–30 for the cost of each. You may pay via Visa, MasterCard, American Express, Discover, or use a completed Exam Payment Plan agreement.

NOTE: Pearson VUE charges proctoring fees on top of Excelsior’s fees to register. See section 3 for details.

Fees for Practice Examinations
See page 5 for information on registering and paying for practice exams.

Exam Payment Plan
Through Excelsior College’s Exam Payment Plan, you budget your exam costs more easily by paying the registration fee in two monthly installments instead of one lump sum. Payment occurs via automatic charges to your credit card or deductions from your checking or savings account. You even choose the date—the 5th or the 20th of the month—on which your exam payments will be collected.

How the Payment Plan Works

- In MyExcelsior, choose the Excelsior College Exam Payment Plan option and complete the Nelnet Business Solutions (NBS) Automatic Payment Agreement, which will be presented to you online. Not all exams are available for this payment plan.
- The total cost of the funds requested needs to be higher than $200 and the ATT letter will not be sent until the payment plan is paid off in full. www.excelsior.edu/costs-and-financing/payment-plans
- Within 10 days of your exam registration, NBS will charge you a $15 set-up fee for each payment plan. You can register for more than one exam under each payment plan.
- Your first payment will be deducted from your credit card or bank account that you have designated.
- Your second payment will be deducted 30 days after the first payment. Once your final payment has been received by the College, you become eligible to take the exam(s), and register online for the corresponding practice exam(s), if available.

Refunds

If you decide not to take an examination for which you are registered, and you wish to receive a partial refund:

1. Before you apply for a refund, make sure you have canceled your exam appointment. Canceling your exam appointment is done through Pearson VUE, not Excelsior College. Please make sure you cancel the exam appointment with Pearson VUE at least 24 hours prior to the scheduled exam time (see p. 9 for information on how to cancel an exam appointment).

2. Contact the Center for Educational Measurement at Excelsior College at examcredit@excelsior.edu to request a partial refund (50%) of your examination fees.

You must take all the steps outlined above (or take the exam within the eligibility test window), or you will forfeit your entire examination fee. It is your responsibility to cancel your appointment to test and request a refund for an examination.
Refunds for Practice Exams

There are no refunds for practice exams. Extensions to the 180-day eligibility window for taking a practice exam will be granted only when technical problems attributed to Excelsior College caused an individual not to be able to take the practice test or review exam results.

Official Transcripts

Unlike testing agencies, Excelsior College reports all examination results on an official college transcript, making them more widely accepted by other institutions and employers. Students can request that www.parchment.com/u/order send a paper transcript or an electronic copy. There is no rush fee but students can pay our credentialing service, Parchment, a fee to overnight a transcript. Transcripts are released in compliance with the Family Rights & Privacy Act of 1974, with the condition that no third party may be given access to this information without the written consent of the student.

NOTE: All UExcel® exams credit history will appear on the official transcript from Excelsior College. The exam credit will be denoted by the catalog reference number, followed by an X.

Study Resources and Tutorials

Content Guides

Begin by downloading the content guide accompanying this exam (see the link below). Each exam’s content guide provides an outline of the topics covered in it, a list of recommended study resources, sample questions, and a section on “How to Study with UExcel® Exams Content Guides.” The resources in this content guide include the textbooks that the faculty who developed the exam used to verify the exam questions, so studying these resources (along with the detailed content outline in this content guide) should give you confidence that you have covered the topics on the test.

Content guides are updated periodically to correspond with changes in particular examinations and in textbook editions. Be sure you have the most recent guide available before taking your examination. Download the latest free content guides by visiting our website at www.excelsior.edu/exam-content-guides.
Step 2: Prepare

With each examination, you get to show that you’ve learned material comparable to the content of one or more college-level courses. To prepare, you should study and review just as if you were taking a college course.

How long should you study? A typical 3-credit exam works out to 135 hours total (45 hours x 3 credits), depending upon how familiar you are with the subject. Depending on how well you may already know the subject and your familiarity with it, it may take you more time or less time. You can use the guideline above to help you determine how much time you should expect to spend studying and reviewing for your examination.
UExcel Practice Exams

Practice exams are one of our most popular study resources, and you can access them on line, too, after you register for the exam. These practice exams enable you to:

- Review the types of questions you may encounter on the actual exam.
- Practice testing on a computer in a timed environment.
- Practice whenever and wherever it is convenient for you.
- Take and review two different forms of a practice exam within a 180-day period. (We highly recommend that you take the first form of the practice exam as a pretest, early in your study period. Use the results to identify areas to further study and carry out a plan. Then take your second form as a post test and see how much you have improved.) You will receive your score immediately after you complete the practice exam.
- Receive valuable feedback. After testing, you will have the opportunity to see how you performed on each question and why your answer was right or wrong. Feedback is not intended to predict your performance on the actual credit-bearing examination; however, it will help you to improve your knowledge of the relevant subject and upgrade your test-taking skills.
- Using the practice questions: To help you study, a practice exam with two sets of questions is available for purchase with this exam. (See purchase details below.) There will be fewer questions on the practice exams. Generally, the practice questions will not be the same as the ones you will see when you take the actual exam for credit. They are intended to expose you to the types of questions you’ll encounter in the actual exam. Practice questions are a tool, and do not provide a full exam experience. For example, the practice question sets do not have time limitations. Begin with this Content Guide, especially the detailed content outline. Memorizing specific questions and answers on the practice sets is not as effective as using the questions to practice, along with the content outline, to see which concepts you may need to study further.

Registering for a Practice Exam

NOTE: One practice exam cannot be switched to another.

You can register for and take Excelsior College UExcel® Practice Exams after registering for the corresponding UExcel® examination. Or, you can purchase the practice exam and UExcel exam together with the Exam Value Package (see p. 27).*

UExcel® practice exams let you take a timed test on your personal computer. Practice exam information is included on each exam page at www.excelsior.edu/exams/choose-your-exam.

**Two-hour exams:** the practice exam is $35. Each practice exam consists of two sets of questions, each somewhat shorter than the actual exam you’ll take through Pearson VUE.

**Three-hour exams:** the practice exam is $75, consisting of two 100-question tests. Each form must be completed in two hours.

Access your practice exam through MyExcelsior (MyExcelsior is a link under the Exams tab under the Courses & Exams section on Excelsior’s website). Log in to your MyExcelsior account, then access your practice exam in the My Courses & Practice Exams section.

*If you are using the Exam Payment Plan, you will be eligible to register for a practice exam when the fee for the corresponding credit-bearing examination has been paid in full to the College. Or you can register for the practice exam at the same time you are registering for the credit-bearing exam.
Re-registering for a Practice Exam

If you have used up your two practice sets of questions, or if your time window for your practice exam sets has expired, you may re-purchase the practice exam to try again. You may be given the same two sets of questions you originally worked on. You must contact the UExcel administration office at examcredit@excelsior.edu to have the practice exam sent again to you. There is a fee attached to the service.

NOTE: Each set of questions in the practice exam can be only taken once and must be completed within a single, continuous one- or two-hour period. Once you click the Begin Assessment button, the timer will start. If you do not submit your practice exam within the one- or two-hour time frame, your answers will not be scored and you will not be able to take it again unless you repurchase it.

Excelsior College Library

Library services are available to exam takers who are enrolled in a degree program at Excelsior College. Access millions of authoritative resources online through the Excelsior College Library. Created through our partnership with the Sheridan Libraries of The Johns Hopkins University, the library provides access to journal articles, books, websites, databases, reference services, and many other resources. To access the library (available 24/7), go to www.excelsior.edu/library; log-in is required.
About Test Preparation Services

Preparation for UExcel® exams and Excelsior College® Examinations, though based on independent study, is supported by Excelsior College with a comprehensive set of exam learning resources and services designed to help you succeed. These learning resources are prepared by Excelsior College so you can be assured that they are current and cover the content you are expected to master for the exams. These resources, and your desire to learn, are usually all that you will need to succeed.

There are test preparation companies that will offer to help you study for our examinations. Some may imply a relationship with Excelsior College and/or make claims that their products and services are all that you need to prepare for our examinations.

Excelsior College is not affiliated with any test preparation firm and does not endorse the products or services of these companies. No test preparation vendor is authorized to provide admissions counseling or academic advising services, or to collect any payments, on behalf of Excelsior College. Excelsior College does not endorse the products and services of any tutorial or test preparation firm. We do not review the materials provided by these firms for the content or compatibility of their material and resources with UExcel® exams.

To help you become a well-informed consumer, we suggest that before you make any purchase decision regarding study materials provided by organizations other than Excelsior College, you consider the points outlined on our website at www.excelsior.edu/exams/advisory.
Pearson VUE Testing Centers serve as the administrator for all Excelsior College computer-delivered exams. Once your registration with Excelsior College is complete, within 24 to 48 hours you will be sent an Authorization to Test (ATT) letter, through your MyExcelsior message center, with information about how to schedule and take your UExcel® exam.

Your Authorization to Test (ATT) letter will specify the test window—during which you must take your exam—as well as three options for scheduling your appointment with Pearson VUE:

- Internet Scheduling System website (visit www.pearsonvue.com/uexcel; see below for more information).
- Pearson VUE Candidate Services toll free phone line (888-926-9488), available Monday through Friday, 7:00 AM to 7:00 PM Central time. Pearson VUE will charge a fee per transaction for call center registrations related to scheduling exam appointments. Have your Visa, MasterCard, or American Express card ready to pay the appropriate fee.
- For international scheduling, call +61-2-9476-5400 for the Asia-Pacific region, or +44-161-855-7455 for Europe, the Middle East, and Africa.

Pearson VUE charges a separate administration fee when you schedule your appointment to test. Additional fees apply for phone transactions (scheduling, rescheduling, and canceling). A receipt for payment will be sent to your email address.

You are not required to produce your ATT letter for Pearson VUE: the information in it is automatically transmitted to them with your registration.

NOTE: Each Pearson VUE Testing Center accommodates a limited number of examinees and administers a variety of computerized tests. Therefore, it is possible that some centers may be full at peak times during the year. To ensure a testing time that is convenient for you, reserve your appointment well in advance or use the online proctoring option if you can.
Scheduling Your Exam Online

The process of scheduling is the same at test centers or for online proctoring. When you first access Pearson VUE’s website at www.pearsonvue.com/excelsior, you will need to create a username and password. With your username and password, you can schedule, reschedule, confirm, or cancel your testing appointment online. Be sure to use the active email address reflected in your records at Excelsior College. You will also need to add your Excelsior College 10-digit ID number (as noted in your ATT letter) when creating your account.

Once you have completed your transaction, you will receive an immediate confirmation both on screen and via email. You can print the confirmation for your records.

**Note on testing centers:** When you are searching for a test center to take the Spanish Language or Introduction to Music exams, select one labeled “Pearson VUE Professional Test Centers” to be assured that headphones will be available. Other test centers may or may not have headphones; if they do not, you will automatically be directed back to the list of centers for another option (please note that the UExcel Spanish and Music exams are NOT available choices for online proctoring).

**If you forget your username or password,** call Pearson VUE (888-926-9488) for a new one. (Pearson VUE call center agents cannot retrieve your old password due to security purposes.) You will not be charged a fee for this call.

**NOTE:** Pearson VUE’s secure website encrypts your personal information so that it cannot be read by unauthorized Internet users.

Testing at DoD Sites

All candidates who schedule an examination at a test center with “DoD” in the name and/or test site name will be required to provide satisfactory identification or documentation that will allow access to the base-sponsored testing location, which may be separate from the forms of identification listed on the following page.

**NOTE:** TESTING AT A DoD BASE: Do not select a test center with “DoD” in the name if you’re not 100%, entirely sure you will be able to access the base. If you miss your appointment because you couldn’t get on base, All the rules about rescheduling and changing test locations still apply. No fees will be refunded. You can change your location ahead of time without penalty through Pearson VUE.

Canceling/Rescheduling Your Exam by Phone

Pearson VUE will charge a fee per transaction for call center-based cancellations or rescheduling exam appointments if such cancellation. If you use Pearson VUE’s call center to cancel or reschedule your exam appointment fewer than seven (7) calendar days before the date of the appointment, Pearson VUE will charge a fee. To avoid the fee, use their online scheduler.

Getting Directions to a Testing Center

The confirmation email for your scheduled exam appointment will include directions to the Pearson VUE Testing Center of your choice. You can also request directions by calling the Pearson VUE Candidate Services toll free number (888-926-9488). You will not be charged a fee for this call.

For exams that will be proctored online, please visit home.pearsonvue.com/uexcel/onvue for information regarding computer system requirements (including a system test) and FAQ.
Questions About a Scheduled Exam

If you have questions regarding a scheduled examination time or location, visit Pearson VUE’s website at www.pearsonvue.com/excelsior, or call the Pearson VUE Candidate Services (888-926-9488). You will not be charged a fee for this call. **NOTE:** If you fail to arrive for your appointment, or you do not reschedule or cancel in the time allotted, you will forfeit your examination fee and have to register and pay for the examination again.

What if I Miss My Appointment?

If you fail to arrive for your appointment (whether at a center or online), or you do not reschedule or cancel 24 hours before your appointment, you will forfeit both the Excelsior exam registration fee AND the Pearson VUE administration fee.
ID Requirements

Make sure you have proper ID. Requirements differ depending on whether you are testing in a Pearson VUE Testing Center or through OnVUE proctoring from an online location. All valid forms of ID must bear your name (as it appears on your ATT letter), an expiration date which has not passed, your signature, and a recent recognizable photograph. All documents must be original.

Acceptable Forms of ID

Acceptable forms of ID at Pearson VUE Testing Centers include: an international travel passport; identification card (national, state, or province ID card); registration card (green card or permanent resident/visa); restricted IDs (for example, U.S. military). Persons entering a country without permission and/or legal documentation may not test.

Unacceptable Forms of ID

Candidates must present alternative forms of ID for OnVUE check-in. By law, certain IDs ("restricted IDs") must not be photocopied, digitized, or captured on camera. Because of this restriction, Pearson VUE cannot accept restricted IDs (including but not limited to U.S. military or certain secure-access IDs) as identification for online proctoring of the exam. Restricted IDs include but are not limited to:

- U.S. military
- U.S. Senate
- U.S. House of Representatives
- Canadian Health Cards
- Geneva Convention identification cards

If a restricted ID is presented during the OnVUE check-in process, you will receive the following message: This type of ID is not supported. Please use a different ID.

General ID Requirements

- IDs must include the candidate’s name.
- The first and last name on the ID must match the first and last name the candidate used to register for the exam.
- ID must include a recent, recognizable photo.

Candidates Under 18 Years Old

During check-in, parent/guardian must present their own ID and give consent for candidate to be recorded. Candidate also to present government issued ID if they have one, or student ID if they do not have one. For international testing, the only acceptable form of ID is a government-issued unexpired ID (e.g., a passport) with photo and signature. Please be prepared to present a second
valid ID that contains the information outlined above, if your first ID is questioned by the test administrator at a Testing Center. If you do not have the proper ID, you will not be allowed to test and both the registration and Pearson VUE fees will be forfeited.

**In Case of Inclement Weather**

If your scheduled test center closes due to inclement weather, Pearson VUE will try to contact you to reschedule your exam for another date within your eligibility test window. You may also call Pearson VUE toll free (888-926-9488) to reschedule the appointment yourself. If the test center remains open and you decide not to attend, your examination fee will be forfeited.

**When You Arrive at Testing Center**

Arrive at the Pearson VUE Testing Center or log in to OnVUE online proctoring 30 minutes before your scheduled exam. This will give you time to complete the necessary sign-in procedures, which include taking your digitized photo, signature, palm vein scan, and fingerprints. (Should you take another test after you have a palm vein pattern on file, you will be verified using the palm vein system only.) Test center staff will ask you to store all your belongings at that time, as you cannot study while in the waiting area at the Pearson VUE Testing Center. You will also read and complete a Candidate Rules Agreement and return it to the Test Administrator.

**Missed Appointments**

If you miss the appointment for your exam, or fail to cancel or reschedule at least 24 hours before the exam, you will forfeit the exam fee and have to register and pay again to take it.

**Academic Integrity Nondisclosure Statement**

All test takers must agree to abide by the terms of the Excelsior College Academic Integrity Policy before taking an examination. You will be presented with a non-disclosure agreement on screen before the start of your examination. This agreement specifies that you will not misrepresent your identity, collaborate with others to gain advance information on exam questions, share information about exam questions, or cheat on the exam. Once you accept the agreement, you will be able to proceed with your exam. This non-disclosure agreement reflects Excelsior College’s Academic Integrity Policy, which you can review at www.excelsior.edu/studentpolicyhandbook.

**Completing the Exam**

Certain multiple-choice exams have been shortened from three hours to two hours. The multiple-choice examinations consist of approximately 60 to 160 questions, depending upon the exam. Some questions are un-scored, pretest ones, which will not affect your score. The extended response (essay) and mixed-format examinations have fewer questions, since extended response questions require lengthier, written answers.

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**Late Arrivals:** If you arrive more than 15 minutes late for your appointment, whether it is scheduled at a testing center or through OnVUE proctoring, you may not be allowed to test. In this case, you would forfeit your original exam fee.
Certain basic editing features are available for extended response questions, including cut, copy, and paste. **Pay attention to the scroll bars on the side or bottom of your screen.** The scroll bar appears when a question does not fit on a single screen. To scroll for a short distance, click the scroll arrow that points in the appropriate direction, or press the appropriate arrow key on the right side of your keyboard. To scroll up or down one screen at a time, click within the scroll bar above or below the scroll box.

To answer the questions, simply use your keyboard or mouse as you would normally. As each multiple-choice question appears, you can answer it, leave it unanswered, mark the question and answer it later, or answer and mark it for review later. At the end of the examination, the number of marked and incomplete questions will be indicated on the computer screen, providing you with the opportunity to review those questions or go back to a specific question. If you wish to change a marked answer, click on the new selection to make your change, and then proceed to complete the examination.

When you have finished the exam, you may review all questions in sequence or only those you marked for review or left unanswered. If you exit the review and press Finish, however, the exam is over and you will not be allowed to return to the questions.

**If (in a testing center) you need to speak with the Test Administrator, raise your hand. If you are using OnVUE’s online proctoring, use the chat feature.**

### Online Proctoring

As of spring 2021, Excelsior is offering an **online delivery option for UExcel exams**, using OnVUE, Pearson VUE’s online delivery and proctoring service. You must use a personal (vs. an employer’s) computer if you want to take the exam online and not in a testing center, so the exam can be effectively delivered to you. Breaks are available only at a testing center; **breaks are not allowed during an exam taken online**. You may not leave your seat, so be prepared to sit for two or three hours. If you need extra time, the exam will have to be taken at a Pearson VUE Testing Center, and an accommodation formally requested.

**NOTE:** English Composition, Spanish, Music, and College Writing will **NOT** be available for online proctoring.

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Security Procedures

In addition to the sign-in procedures mentioned above, you will be observed at all times during the exam. This includes direct observation by test center staff as well as digital audio and video surveillance. Similarly, student behavior will continue to be monitored after the administration of the exam. Electronic measures—including surveillance of internet chat rooms, websites, and other public forums—are used to monitor the security of test content and scan for illegal use of intellectual property.

In addition, Pearson VUE has a security contact site for examinees to use if they observe cheating during a test session or misconduct by a test center employee. This site is located at www.pearsonvue.com/contact/security.

Breaks

The rules for breaks are different for exams administered in testing centers than for exams administered using online proctoring. In test centers, you may take unscheduled breaks during the exam. During these breaks, however, testing time will continue to elapse. After a break at a testing center, you may not be admitted back into the testing room immediately. Instead, you must wait your turn while the Test Administrator checks in other examinees who may have taken breaks before you. You will be required to provide a palm vein scan each time you enter and exit the testing room. If you are taking an exam using online proctoring with OnVUE, breaks are not permitted. You are not allowed to leave the view of the camera for the duration of the test.

Prohibitions Against Post-Administration Review

Excelsior College maintains stringent quality control procedures to ensure the validity of examination results. To preserve the security and integrity of the UExcel® exams battery, the College cannot provide test takers with a copy of their examination or responses.

Scoring

The UExcel exams do not have a fixed grading scale such as A = 90-100%, B = 80-90%, and so forth, as you might have seen on some exams in college courses. Each UExcel test has a scale that is set by a faculty committee and is different for each exam. The process, called standard setting, is described in more detail in the Technical Handbook. Excelsior puts each exam through a rigorous standard setting to set the cut scores. Because different test questions have different levels of difficulty, different exams have different cut scores. In other words, getting 70% of the questions right on the exam when the questions are easy does not show the same level of proficiency as getting 70% of questions correct when the questions are hard. Every form of a test (a form is the pool of test questions you’re graded on) has its own specific grading scale tailored to the set of questions on that exam form.

Please also note that on each exam form, some of the questions count toward the score and some do not; the grading scale applies only to those questions that count toward the score. The area with percentage ratings on the second page of your score report is intended to help identify relative strengths and weaknesses and which content areas to emphasize, should you decide to take the examination again. Your grade is based on both scored and pretest questions – pretest questions which are not scored. Therefore, the percentage ratings do not necessarily reflect the total percentage that counted toward your grade.
Step 5: Get Your Grade

Your examination results are expressed as a letter grade of A, B, C, D, or F. The grade indicates that, in the opinion of the College’s faculty, your performance equaled the performance of students who received the same grade in a comparable campus-based college course.

Excelsior College recommends credit for a letter grade of C or higher. Other institutions set their own policies for the minimum acceptable grade and the amount of credit awarded. Letter grades represent standard ability levels determined by subject matter experts following standard-setting procedures. To preserve the confidentiality of your records, we will release no report of your grades to any institution or agency without your written authorization. No grades will be given by telephone.

Grade Reports

Except for the English Composition exam, you will receive an unofficial grade report as soon as you finish testing.

For the English Composition exam, essays are sent to a faculty committee for grading. Essays are sent in batches twice a month, and grades are posted to your MyExcelsior message center when available. This can take up to 45 business days depending on when your test date falls in the batching schedule, so if you need a grade as a prerequisite, plan accordingly.

Grade Appeals

If you believe that your score grade is incorrect, then you may appeal your grade to examcredit@excelsior.edu. Details about the appeals process are in the Student Handbook, at https://www.excelsior.edu/policies/students/.

Limit on Retaking Examinations

You may retake all UExcel® exams, but some stipulations apply: there is no limit on retakes for passing grades, with a limit of three times in a given year. For failing grades, you may retake the exam for a total of three times, regardless. You may repeat the exam 60 days after your first attempt and 120 days after second and subsequent attempts. The procedure for reregistering for and retaking the exam is the same procedure you used to take the exam originally. NOTE: It is the policy of Excelsior College to only permit a maximum of four examination registrations at any time. You may register for any additional exam once you have completed one or more of your pending registrations.

Official Transcripts

Unlike testing agencies, Excelsior College reports all examination results on an official college transcript. Transcripts are released in compliance with the Family Rights & Privacy Act of 1974, with the condition that no third party may be given access to this information without the written consent of the student. UExcel credit is indicated on the transcript the exam’s catalog code followed by an X.
UExcel® Exams

Business & Technology

Business Ethics (323) *  3 credits, U
Measures knowledge and understanding of material typically taught in an undergraduate course in business ethics. The content of the examination is designed to assess mastery of business concepts, principles, and knowledge related to business ethics. In addition to factual knowledge, the exam evaluates students’ abilities to analyze and solve ethical problems, understand relationships, and interpret material. The exam may contain questions that require critical thinking and interpretation of situational factors related to the interaction of business, government, and society. (Multiple-choice examination.)

Business Information Systems (221) *  3 credits, L
Based on material typically taught in an introductory one-semester, course in business information systems. The content of the examination corresponds with course offerings such as Business or Computer Information Systems, Management Information Systems, Introduction or Fundamentals of Information Systems, Information Systems and Computer Applications, Introduction to Computing Information Sciences. Students should enter this course with a basic proficiency in computer use and in the office application they will use to help prepare for this examination. This examination tests for comprehension and understanding of Business Information Systems in pursuit of organizational goals and strategies. This examination specifically tests for an understanding of the general principles and concepts of information systems, including application of information systems in business, impact of information systems on organizations, the technology of information systems, the importance of data base management, enterprise systems, decision support systems, and knowledge management systems. The exam also covers topics such as the systems development life cycle and the personal and societal impact of information systems. (Multiple-choice examination.)

Business Law (255) *  3 credits, L
Measures knowledge and understanding of material typically taught in an introductory course in business law. The content of the examination corresponds with course offerings such as Introduction to Business Law or Business Law I. No prior knowledge of Business Law is required for this examination. This examination tests for knowledge and understanding of Business Law in pursuit of organizational goals and strategies. This examination specifically tests for a familiarity with the key legal issues and terms related to business law as well as an application of the legal tools needed to deal with real world legal/business issues within the United States legal environment. The student will understand sources of law, dispute resolution, business ethics, criminal law as it relates to

*Online practice exam available. See page 5.
business, tort law, contracts, agency law, the various types of business organizations, and matters of real and intellectual property under United States law. (Multiple-choice examination.)

**Financial Accounting (253) * 3 credits, L**
Measures knowledge and understanding of material typically taught in an undergraduate course in financial accounting. This examination tests for comprehension of basic financial accounting in pursuit of organizational goals and strategies. The exam tests for the familiarity with the technical skills of working with financial statements, accounting information systems, operating decisions, and financing decisions. Thinking as a manager/accountant, the test taker should be able to identify relevant information and the appropriate methods for analyzing information while working in a financial, global, and ethical environment. (Multiple-choice examination.)

**Human Resource Management (351) * 3 credits, U**
Corresponds to a one-semester course for management majors. Includes the role and context of human resource management, fair employment practices, human resource planning, human resource staffing, performance management, employee development, employee compensation, and labor relations. Tests for a knowledge of facts and terminology, particularly understanding of personnel management concepts and principles, and the ability to apply these concepts to typical personnel management situations. Assumes knowledge of basic management concepts. (Multiple-choice examination.)

**Introduction to Computer Programming Using Java (190) * 3 credits, L**
Measures knowledge and understanding of material typically taught in an undergraduate course in computer programming. The content of the exam corresponds with course offerings such as Introduction to Computer Programming, Computer Science I, or Introductory Programming using object oriented programming/Java. Students are expected to have basic proficiency in computer use and in the applications (such as any Java IDE) they will use to help prepare for this examination. This examination tests for comprehension and understanding of Introduction to Programming in pursuit of organizational goals and strategies. The exam specifically tests for an understanding of computer and software organization; the software development process; variables, constants, primitive data types, expressions and operators; control statements; modularity and function design; linear data structures; object-oriented design, classes and objects; and files in the Java language. (Multiple-choice examination.)

**Introduction to Macroeconomics (258) * 3 credits, L**
Measures knowledge and understanding of material typically taught in an introductory undergraduate course in macroeconomics. The content of the examination corresponds with course offerings such as Principles of Macroeconomics or Introduction to Macroeconomics. No prior knowledge of economics is required for this examination. This examination tests for a knowledge of facts and terminology, an understanding of concepts and forms, and for the student’s ability to apply the concepts learned in Introduction to Macroeconomics. The exam also assumes a good understanding of high school algebra. (Multiple-choice examination.)

**Introduction to Microeconomics (257) * 3 credits, L**
Measures knowledge and understanding of material typically taught in an introductory undergraduate course in Microeconomics. The content of the examination corresponds with course offerings such as Principles of Microeconomics or Introduction to Microeconomics. No prior knowledge of economics is required for this examination. This examination tests for a knowledge of facts and terminology, an understanding of concepts and forms, and for the student’s ability to apply the concepts learned in Introduction to Microeconomics. The exam also assumes a good understanding of high school algebra. (Multiple-choice examination.)

*Online practice exam available. See page 5.*

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Labor Relations (352) 3 credits, U
Corresponds to a one-semester course in labor relations; comparable to an end-of-course test required of business administration majors. Includes labor relations in the United States, United States labor law, the organizing process, collective bargaining, contract administration, and miscellaneous related topics. Tests for knowledge of facts and terminology, an understanding of basic concepts, and particularly for the ability to apply this knowledge and understanding to typical business situations. (Multiple-choice examination.)

Managerial Accounting (254) 3 credits, L
Measures knowledge and understanding of material typically taught in an undergraduate course in managerial accounting. This examination tests for comprehension of basic managerial accounting principles in pursuit of organizational goals and strategies. The exam tests for familiarity with the fundamentals of basic unit costs, cost flow management systems and processes, budgeting and performance measurement, and cost analysis and pricing decisions. Thinking as a manager/accountant, the test taker should be able to identify relevant information and the appropriate methods for analyzing information while working in a financial, global, and ethical environment. (Multiple-choice examination.)

Operations Management (420) 3 credits, U
Measures knowledge and understanding of material typically taught in an undergraduate course in operations management. The content of the examination corresponds to course offerings such as Operations Management or Operations and Supply Chain Management. No specific prior business courses are required for this examination; however, students are expected to have a strong understanding of business statistics. The exam also assumes a strong understanding of high school algebra. The exam will not test spreadsheet skills. The examination tests for a knowledge of facts and terminology, an understanding of concepts and forms, and the student's ability to apply the concepts learned in actual operations management. (Multiple-choice examination.)

Organizational Behavior (353) 3 credits, U
Corresponds to a one-semester course in organizational behavior typically required of business administration majors in the junior or senior year. Major emphasis is on the individual and workforce diversity, interpersonal processes and the group, and the organization. Tests for knowledge of facts and terminology, understanding of basic concepts, and particularly for the ability to apply this knowledge and understanding to typical business situations. Assumes knowledge of the principles of management. (Multiple-choice examination.)

Principles of Finance (350) 3 credits, U
Measures knowledge and understanding of material typically taught in an undergraduate course in principles of finance. The content of the examination is drawn from that commonly included in courses with such titles as Finance, Principles of Finance, or Corporation Finance. The examination assumes a familiarity with macroeconomics, microeconomics, financial accounting, and statistics. The exam focuses on balancing finance, marketing, and operating decisions for doing business in multi-currency environments. It also includes the basic role of finance in a corporation and how management decisions are made from the financial perspective. (Multiple-choice examination.)

Principles of Management (251) 3 credits, L
Measures knowledge and understanding of material typically taught in an undergraduate course in principles of management. The content is drawn from that commonly included in courses with such titles as Introduction to Management, Business Organization and Management, or Fundamentals of Management. The examination tests for comprehension of fundamental management theories and the particulars of the manager's role in today's global business world. The examination measures knowledge and understanding of the following major themes: role of managers in the business environment, strategies for planning and decision making, organization and controls, leadership, motivation and staffing, and managing change. This examination will review the evolution of management thought, function, and practice and will stress current approaches and emerging concepts. (Multiple-choice examination.)

*Online practice exam available. See page 5.
**Principles of Marketing (252) ** 3 credits, L
Measures knowledge and understanding of material typically taught in an undergraduate course in marketing. The content of the examination corresponds with course offerings such as Introduction to Marketing, Basic Marketing, Principles of Marketing, Marketing Concepts, or Marketing Management. The examination tests for a knowledge of facts and terminology, an understanding of concepts and theories, and the student’s ability to apply this knowledge and understanding within an organizational environment. (Multiple-choice examination.)

**Quantitative Analysis (437) ** 3 credits, U
Measures knowledge and understanding of material typically taught in an undergraduate course in quantitative analysis. The exam covers the major quantitative techniques and their application to the analysis of business problems. Topics include estimation, hypothesis testing, linear and multivariate regression and correlation, decision theory, linear programming, time series and supply chain management, transportation and assignment models, and inventory management and queuing theory models. A solid grounding in statistics is assumed. (Multiple-choice examination.)

**Workplace Communication with Computers (256) ** 3 credits, L
Measures knowledge and understanding of material typically taught in an introductory undergraduate course in workplace communications with computers. The content of the examination corresponds with course offerings such as Business Communications, Workplace Communications, Introduction to Communication Technology for Business, and Managerial Communications. Students should enter this course with a basic proficiency in computer use and in the office application they will use to help prepare for this examination. This examination tests for comprehension and understanding of Workplace Communications with Computers in pursuit of organizational goals and strategies. This examination specifically tests for an understanding of business communications principles, including the foundations of communication, effective and ineffective teams, interpersonal communication, and diversity within the business environment; how to write effective business messages; how to select the most appropriate technologies to enhance communication within organizations; how to use various message patterns effectively, how to use visual aids and supporting data to enhance communications, and how to use oral and online presentations to improve business communications. (Multiple-choice examination.)

**Education**

**Literacy Instruction in the Elementary School (565) ** 6 credits, U
Corresponds to a two-semester sequence of courses in elementary school reading and writing instruction. Includes theoretical frameworks; emergent literacy/beginning reading; identifying and understanding words; constructing meaning: comprehension and response; writing instruction; the teacher as reflective decision maker; implementing a classroom literacy program; and assessment and evaluation. You may download a free copy of the Book of Readings from [www.excelsior.edu/exams/literacy-instruction-in-the-elementary-school](http://www.excelsior.edu/exams/literacy-instruction-in-the-elementary-school). (Multiple-choice examination.)

**Humanities**

**Bioethics: Philosophical Issues (359) ** 3 credits, U
Corresponds to a one-semester course in bioethics. Measures knowledge and understanding of ethical theories related to bioethics, topics in clinical biomedical ethics, social topics in ethics, and environmental ethics. The examination assumes a familiarity with introductory ethics and philosophy. The examination tests for a knowledge of facts and terminology, an understanding of concepts and theories, and the student’s ability to apply this knowledge and understanding in an analysis of the philosophical issues concerning biomedical and environmental ethics. (Multiple-choice examination.)

*Online practice exam available. See page 5.*

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<tr>
<th>Course</th>
<th>Credits</th>
<th>Type</th>
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<tr>
<td>College Writing (110)</td>
<td>3</td>
<td>L</td>
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<tr>
<td>Corresponds to an introductory, one-semester course in college writing. It measures the ability to persuade a reader to pursue a specified course of action, using personal knowledge and experience to support a proposal and to analyze and respond appropriately to written text that represents opposing viewpoints, using the Modern Language Association (MLA) style of citation. In general, the examination measures the ability to organize knowledge, ideas, and information; to adopt rhetorical strategies such as narration, illustration, explanation, and description in appropriate ways; to adopt and maintain a tone and point of view appropriate for a specified audience and rhetorical situation; to develop and maintain a controlling idea and a coherent organization; and to write within the rhetorical, syntactic, and mechanical conventions of Standard Written American English. You may download a free copy of the Course Guide from <a href="http://www.excelsior.edu/exams/college-writing">www.excelsior.edu/exams/college-writing</a>. (Extended response examination.)</td>
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<tr>
<td>English Composition (434)</td>
<td>6</td>
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<td>Corresponds to an introductory, two-semester course in English Composition. Measures the ability to persuade a reader; to understand and compose an extended argument; to analyze and respond appropriately to written texts including literary texts; to use and document sources; and to recognize and write about revision and editing processes. In general, the examination measures the ability to organize knowledge, ideas, and information; to use rhetorical strategies such as narration, illustration, explanation, description, comparison and contrast, division, classification, and cause and effect in appropriate ways; to choose a tone and point of view appropriate for a specified rhetorical situation; to develop and maintain a controlling idea and a coherent organization; and to write within the rhetorical, syntactic, and mechanical conventions of Standard Written American English. You may download a free copy of the Course Guide at <a href="http://www.excelsior.edu/exams/english-composition">www.excelsior.edu/exams/english-composition</a>. (Multiple-choice examination.)</td>
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<tr>
<td>Ethics: Theory &amp; Practice (484)</td>
<td>3</td>
<td>U</td>
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<td>Corresponds to a one-semester course in applied ethics. Measures understanding of ethical knowledge as it applies to practical ethical situations. Application of knowledge about ethics is accomplished through the use of case studies and related sets of multiple-choice questions. Knowledge categories include basic theories and concepts such as utilitarianism, natural law theory, justice, duties and obligations, and rights; metaethics, covering topics such as subjectivism, objectivism, and naturalistic fallacy; and moral deliberation, covering topics such as moral sensitivity, status of moral judgments, and implications of moral concepts. Knowledge from these categories is then applied to practical ethical issues such as social and personal issues, bioethical and medical issues, professional and business issues, and environmental issues. Assumes a familiarity with the content generally taught in an introductory ethics course. You may download a copy of the study guide from <a href="http://www.excelsior.edu/exams/ethics-theory-and-practice">www.excelsior.edu/exams/ethics-theory-and-practice</a>.</td>
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<tr>
<td>Interpersonal Communication (417)</td>
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<td>Measures knowledge and understanding of material typically taught in a one-semester course in interpersonal communication. The content of the examination corresponds with course offerings such as Human Communication Dynamics, Relational Communication, Communication in Everyday Life, Principles of Interpersonal Communication, or Effective Communication. The examination tests for a knowledge of facts and terminology and an understanding of concepts and theories related to interpersonal communication. (Multiple-choice examination.)</td>
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<tr>
<td>Introduction to Music (362)</td>
<td>3</td>
<td>L</td>
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<td>Measures knowledge and understanding of the material and skills typically taught in a one-semester course in music appreciation. The content of the examination is drawn from that commonly included in courses with titles like Introduction to Music Literature, Music Appreciation, Survey of Music, and Music in the Western World. Topics include elements of</td>
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*Online practice exam available. See page 5.*
music theory (for example: pitch, dynamics, rhythm, melody); types of voices, instruments, and ensembles; characteristics, forms, and representative composers from the Middle Ages to the present; and elements of contemporary and non-Western music. No prior knowledge of music is assumed. The examination tests for a knowledge of facts and terminology, an understanding of concepts and forms, and the student’s ability to apply this knowledge and understanding in listening to musical compositions. Headphones will be provided for use on the listening questions. (Multiple-choice examination.)

**Introduction to Philosophy (363) * 3 credits, L**
Based on material typically taught in a one-semester survey course in philosophy. The examination content reflects common knowledge drawn from courses with such titles as Introduction to Philosophy or Basic Philosophical Issues. The examination tests for a knowledge of facts and terminology and an understanding of logic, epistemology, metaphysics, and ethics. Students will be expected to know logical reasoning, the history of philosophy, and the different approaches to various philosophical problems. No previous knowledge of philosophy is required prior to beginning study for this examination. (Multiple-choice examination.)

**Spanish Language (102) * 6 credits, L**
Measures knowledge and understanding of material typically taught in a two-semester, six-credit elementary course in Spanish. The content of the examination corresponds with course offerings such as Elementary Spanish. The examination assesses basic Spanish language proficiencies in the areas of receptive skills, expressive skills, and cultural skills (applying language proficiencies within authentic cultural contexts), through four question types: listening comprehension (using audio stimuli), reading comprehension, verbal communication, and structures: grammar. (Multiple-choice examination.)

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**Natural Sciences & Mathematics**

**Anatomy & Physiology (506) * 6 credits, L**
Corresponds to an introductory, two-semester sequence of courses in anatomy and physiology. The examination measures knowledge and understanding of the integrative mechanisms that contribute to the functioning of the human body. Assumes familiarity with basic terms of biology and with concepts such as basic cell structure and function. (Multiple-choice examination.)

**Anatomy and Physiology I (104) * 3 credits, L**
Based on material usually presented in the first course of a two-course sequence in anatomy and physiology. The content of the examination corresponds with course offerings such as Fundamentals of Anatomy and Physiology I, General Anatomy and Physiology I, Human Anatomy and Physiology I, Introduction to Anatomy and Physiology I, and Integrated Human Anatomy and Physiology I. The examination tests knowledge and understanding of the basic principles of anatomy and physiology and the integrative mechanism that contributes to the functioning of the human body. Topics include levels of organization of the body, chemical and cellular organization, fundamental body tissues, the skeletal system and articulations, muscle structure and physiology, divisions of the nervous system, neural integration and the senses and special senses, and endocrine control and regulation. (Multiple-choice examination.)

**Anatomy and Physiology II (106) * 3 credits, L**
Based on material usually presented in the second course of a two-course sequence in anatomy and physiology. The content of the examination corresponds with course offerings such as Fundamentals of Anatomy and Physiology II, General Anatomy and Physiology II, Human Anatomy and Physiology II, Introduction to Anatomy and Physiology II, and Integrated Human Anatomy and Physiology II. The examination measures knowledge and understanding of the basic principles of the integrative mechanisms that contribute to the functioning of the human body. Topics include the cardiovascular system, the endocrine system, and the immune system. (Multiple-choice examination.)

*Online practice exam available. See page 5.*

↗ excelsior.edu/exams
system and components of plasma, blood vessels and circulation, the lymphatic system and immunity, respiration and gas exchange, digestive structures and processes and metabolism and energetics, urinary system and electrolyte and acid-base balance, human reproduction and development, homeostatic structures, and the relationship between body systems and underlying structures. (Multiple-choice examination.)

Basic Genetics (250) * 3 credits, L
Corresponds with course offerings such as basic genetics or introduction to heredity. The examination assumes a familiarity with introductory biology, general chemistry, and algebra. The examination tests for the basic concepts and terminology of transmission, molecular, and population genetics and the ability to apply this knowledge to solving problems in genetics and to understand the societal implications of genetic technologies. (Multiple-choice examination.)

Calculus (150) * 4 credits, L
Measures knowledge and understanding of material typically taught in the first semester of a lower-level sequence in calculus. The content of the examination corresponds with course offerings commonly called Calculus I. The examination assumes a familiarity with Precalculus topics including algebra, trigonometry, and functions. It tests for a knowledge of facts and terminology, an understanding of concepts and theories, and the student's ability to apply this knowledge and understanding in an analysis of problems in business, the sciences, and engineering. (Multiple-choice examination.)

Contemporary Mathematics (100) * 3 credits, L
Based on material and skills typically taught in an undergraduate course that serves to fulfill a math or quantitative requirement for students who will not need to go on to take more advanced mathematics courses. The content of the examination corresponds with course offerings such as Mathematics in Contemporary Society, Liberal Arts Math, or Math for Non-STEM Majors. Knowledge of arithmetic and elementary algebra are prerequisites for the material covered in this examination. The exam tests for an ability to apply mathematical knowledge and concepts to understand and analyze practical contemporary mathematical problems. (Multiple-choice examination.)

Earth Science (360) * 3 credits, L
Measures knowledge and understanding of material typically taught in a one-semester course in the physical sciences, natural sciences, and environmental sciences. The content of the examination corresponds with introductory course offerings with titles like Earth Science, Physical Geology, Geoscience, Environmental Geoscience, or Earth-System Science. Topics include the internal structures of the earth, plate tectonics, the rock cycle, the hydrologic cycle, geological hazards, earth history, and energy resources. Tests for a knowledge of facts and terminology, an understanding of concepts and theories, and the student's ability to apply this knowledge and understanding in an analysis of earth’s processes. (Multiple-choice examination.)

General Chemistry I (107) * 3 credits, L
Measures knowledge and understanding of material typically taught in a one-semester, course in chemistry. The content of the examination corresponds with course offerings such as Freshman Chemistry, Introduction to Chemistry, and College Chemistry. The examination topics include theory and problem solving in chemical reactions, atomic structures and periodic trends, chemical bonding, states of matter, gases, and energy. A familiarity with college algebra or higher is assumed. (Multiple-choice examination.)

Microbiology (558) * 3 credits, L
Corresponds to an introductory, one-semester course in microbiology. Tests for knowledge and understanding of bacteria, algae, fungi, protozoa, viruses, and their relationships with humans. Includes introduction to microbiology; biology of microorganisms; control of microorganisms; disease and resistance; biology of infectious diseases; and environmental, food, and industrial microbiology. Assumes general knowledge of chemistry, as well as biology or anatomy and physiology. (Multiple-choice examination.)
Pathophysiology (354)  *  3 credits, U
Based on material typically presented in a one-semester course in pathophysiology. Measures understanding of the physiological mechanisms altered by disease in the living organism. Primarily focuses on the altered health states of adults and includes clinical presentation, signs and symptoms, appropriate diagnostic studies, and global concepts of treatment. Assumes a familiarity with normal anatomy and physiology and microbiology. A familiarity with concepts of biochemistry and immunology is suggested. (Multiple-choice examination.)

Physics (140)  *  6 credits, L
Measures knowledge and understanding of material typically taught in a two-semester, (lecture only) algebra/trigonometry-based Physics course sequence. The content of the examination corresponds with course offerings commonly called Physics I & II. The examination assumes a familiarity with units and conversion; scientific notation and orders of magnitude; algebra, trigonometry, and graphing techniques. The examination tests for a comprehensive knowledge of facts and terminology, an understanding of physical concepts and theories, and the student's ability to apply this knowledge and understanding to analyze and solve a variety of practical problems. (Multiple-choice examination.)

Precalculus Algebra (116)  *  3 credits, L
Measures knowledge and understanding of material and skills typically taught in an undergraduate course that serves as the final algebra course for liberal arts students who do not need calculus, or as a preparatory course for students who will need to go on to take more advanced mathematics courses. The content of the examination reflects comprehension of college-level algebra skills and concepts. It measures knowledge and understanding of the following major themes: solving a variety of equations and inequalities; graphing, analyzing and applying transcendental and algebraic functions; and operations with functions. (Multiple-choice examination.)

Science of Nutrition (259)  *  3 credits, L
Based on material typically taught in a course in science of nutrition. The content of the examination corresponds to course offerings such as Introduction to Nutrition, Principles of Nutritional Science, Human Nutrition, or Nutrition Science. No prior knowledge of nutrition is required for this examination; however, students are expected to have a basic understanding of human physiology, biology, and chemistry sufficient to master the cell biology concepts tested. The examination tests for a knowledge of facts and terminology, an understanding of concepts, and for the student's ability to apply the concepts learned in Science of Nutrition. (Multiple-choice examination.)

Statistics (210)  *  3 credits, L
Based on material typically taught in an introductory, one-semester course in statistics. It measures knowledge and understanding of the fundamental concepts of descriptive and inferential statistics and is designed to correspond to a service course applicable to many majors. A basic knowledge of algebra is assumed. Questions about the meaning and application of basic statistical ideas are included. (Multiple-choice examination.)

Weather and Climate (171)  *  3 credits, L
Measures knowledge, understanding, and practical application of material typically taught in an undergraduate course in weather and climate. The content is drawn from that commonly included in courses with such titles as Introduction to Atmospheric Science, Introduction to Weather and Climate, or Introduction to Meteorology. The exam tests for comprehension of college-level meteorology and atmospheric science skills and concepts. It measures knowledge and understanding of the following major themes: observing, analyzing, describing, and diagramming the basics of major atmospheric processes including energy, pressure, wind, precipitation, air masses, fronts, storm systems; basic climate and weather patterns; and understanding the physical processes and mechanisms underlying weather and climate behaviors and phenomena. (Multiple-choice examination.)

*Online practice exam available. See page 5.

☞ excelsior.edu/exams
Social Sciences/History

Abnormal Psychology (459) * 3 credits, U
Corresponds to a one-semester course in abnormal psychology. Includes the historical background of abnormal psychology, the major conceptualizations, and the nature and description of psychological disorders, as well as their definitions, classifications, etiology, and major treatments. Assumes knowledge of concepts typically learned in an introductory psychology course. (Multiple-choice examination.)

Cultural Diversity (545) 3 credits, U
Corresponds to a one-semester social science course. The examination measures knowledge and understanding of social, political, and economic realities of human difference in the United States. The examination assumes a familiarity with introductory sociology and/or introductory cultural anthropology. The examination tests for knowledge of facts and terminology, an understanding of concepts and theories, and the student’s ability to apply this knowledge and understanding in an analysis of the social construction of difference and its implications in North American society. You may download a free copy of the Book of Readings from www.excelsior.edu/exams/cultural-diversity. (Multiple-choice examination.)

Foundations of Gerontology (407) * 3 credits, U
Corresponds to a one-semester course in gerontology. Includes biological, psychological, and social aspects of aging and an understanding of issues, needs, and realities involved in the aging process. The examination is multidisciplinary in nature and covers theories, concepts, empirical patterns, and their implications for policy and practice. (Multiple-choice examination.)

Introduction to Psychology (101) * 3 credits, L
Measures knowledge and understanding of the material typically taught in a one-semester psychology survey course. The examination measures knowledge and understanding of the theories and principles of general psychology and the ability to apply this information to examples from everyday life. The content of the examination consists of 11 major categories: The Science of Psychology, Biological Influences on Behavior, Sensation and Perception, Consciousness, Learning and Memory, Motivation and Emotion, Cognition and Intelligence, Human Development, Personality, Psychological Disorders and Therapy, and Social Psychology. No prior course work in psychology is assumed. (Multiple-choice examination.)

Introduction to Sociology (105) * 3 credits, L
Measures knowledge and understanding of the material and skills typically taught in a one-semester, undergraduate survey course in a baccalaureate program. The examination content reflects common knowledge drawn from courses with such titles as Introduction to Sociology or General Sociology. No prior knowledge or understanding of sociology is assumed. The examination tests for a knowledge of facts and terminology, an understanding of concepts and forms, and for the student’s ability to apply the concepts learned in an introductory sociology course. (Multiple-choice examination.)

Juvenile Delinquency (364) * 3 credits, U
Measures knowledge and understanding of material typically taught in a one-semester course in juvenile delinquency. The content of the examination is drawn from that commonly included in courses with such titles as Juvenile Delinquency and Juvenile Delinquency and Justice. The examination assumes a familiarity with sociology, psychology, and research methodology. The examination tests for a knowledge of facts and terminology, an understanding of concepts and theories, and the student’s ability to apply this knowledge and understanding in an analysis of contemporary issues. (Multiple-choice examination.)

Life Span Developmental Psychology (583) * 3 credits, L
Corresponds to a one-semester course in life span development. Measures understanding of the concepts, principles, and theories associated with life span development as well as the ability to apply this understanding in specific situations. Focuses
on the following content areas: the study of life span development; genetics, prenatal development, and childbirth; infancy and toddlerhood; early childhood; middle childhood; adolescence; early adulthood; middle adulthood; late adulthood; and death and dying. Integrates content across the stages of the life span. Assumes knowledge of content typically learned in an introductory psychology course. (Multiple-choice examination.)

Political Science (170) * 3 credits, L
Measures knowledge and understanding of the material typically taught in a one-semester course in political science. The content of the examination corresponds with introductory course offerings such as Introduction to Political Science, Comparative Law, and International Relations. It tests for a knowledge of facts and terminology, an understanding of concepts and theories, and the student's ability to apply this knowledge and understanding in an analysis of politics, government, and world affairs. (Multiple-choice examination.)

Psychology of Adulthood & Aging (355) * 3 credits, U
Corresponds to a one-semester course in psychology of adulthood and aging. Measures understanding of the psychological, biological, and social aspects of aging throughout adulthood. Includes both classical and contemporary research and theory related to adult development and aging. Covers the following content categories: concepts of age and demographics; research methods; personality and adjustment; biology, physiology, health, and chronic conditions; cognitive aspects; work, leisure, retirement, and relationships; death, dying, and bereavement; and mental health and psychopathology. Assumes a familiarity with the content generally presented in an introductory psychology course. (Multiple-choice examination.)

Research Methods in Psychology (356) * 3 credits, U
Corresponds to a one-semester course in research methods in psychology. Measures understanding of the course material as well as the ability to apply this understanding in specific research situations. Focuses on the following content areas: experimental psychology and the scientific method, research ethics (APA guidelines), alternatives to experimentation (nonexperimental designs), basic concepts of experimental research, experimental research designs, data analysis and interpretation, and writing research reports. Assumes knowledge of content typically learned in courses in introductory psychology and elementary statistics. (Multiple-choice examination.)

Social Psychology (357) * 3 credits, U
Corresponds to a one-semester course in social psychology. The examination measures knowledge and understanding of the theories and principles of social psychology and the ability to apply this information to everyday life examples. Knowledge and understanding of research methods in psychology is assumed. Students will be expected to demonstrate basic knowledge of research methods (types of design, validity, and ethical concerns); comprehension of major theories and phenomena within social psychology; and the ability to apply this knowledge to examples of social psychology events in everyday life. (Multiple-choice examination.)

World Conflicts Since 1900 (367) * 3 credits, U
Corresponds to a one-semester course in world conflicts. Measures knowledge and understanding of material in international relations dealing with the origins of the major international conflicts. The content of the examination is drawn from that commonly included in courses with such titles as The Causes of War, International Relations, Twentieth Century Conflicts, and Global Conflicts. The examination assumes a familiarity with modern world history and introductory international relations. The examination tests for a knowledge of facts and terminology, an understanding of concepts, and the student's ability to apply this knowledge and understanding in an analysis of contemporary events. You may download a copy of the Book of Readings from www.excelsior.edu/exams-world-conflicts-since-1900. (Multiple-choice examination.)

*Online practice exam available. See page 5.

⇒ excelsior.edu/exams
World Population (358) * 3 credits, U
Corresponds to a one-semester course in world population. Includes overview of the world's population, demographic perspectives, fertility, mortality, migration and urbanization, case studies and the future of world population, and population issues. (Multiple-choice examination.)

Nursing
(not required for Excelsior College nursing degree and do not apply toward the Excelsior College nursing degrees)

Adult Nursing (554) * 8 credits, U
Based on material typically taught in a sequence of courses in medical-surgical or adult nursing. Measures knowledge and understanding of the physiological, developmental, psychological, social, cultural, and spiritual dimensions of health and illness in adults. Tests for the ability to use the nursing process in a variety of settings to deliver health care to adults with actual or potential health problems in the following areas: cardiovascular, hematologic, respiratory, urinary, reproductive, endocrine, gastrointestinal, sensory, neurological, musculoskeletal, immune, or integumentary system dysfunction. (Multiple-choice examination.)

Fundamentals of Nursing (403) 8 credits, L
Corresponds to one or more courses in fundamentals of nursing at the associate degree level. Includes concepts basic to nursing practice; communication and interpersonal relations; protection and promotion of safety; comfort, rest, and activity; nutrition; elimination; oxygenation; and fluid and electrolyte balance. (Multiple-choice examination.)

Maternal & Child Nursing (baccalaureate) (457) 8 credits, U
Based on material typically taught in a sequence of courses in maternal and child nursing. Measures the ability to use the nursing process in the nursing management of the childbearing and childrearing family, of normal pregnancy, and of the family with a high-risk pregnancy and a high-risk neonate. Also includes nursing management of the well child and family and of the ill child and family, from infancy through adolescence. (Multiple-choice examination.)

Psychiatric/Mental Health Nursing (503) * 8 credits, U
Based on material typically taught in a sequence of courses in psychiatric/mental health nursing. Measures knowledge and understanding of the theoretical/therapeutic foundations for psychiatric/mental health nursing practice and tests the application of this knowledge and understanding to the nursing care of clients, using the nursing process as an organizing framework. Within this framework, the client system is defined as the individual, the family, the small group, or the community, with major emphasis on the individual. (Multiple-choice examination.)

*Online practice exam available. See page 5.

Exam Registration and Information Guide
Excelsior College offers a special value package for our $110 UExcel exams. This value package provides you with a second chance — a free retake registration in case your first attempt at the operating exam is unsuccessful (D or F) — so long as you purchase the practice examination along with the operating examination registration in the value package bundle. The value package is priced at $145 and covers the registration for the practice exam, the registration for the operating exam, and a free retake of the operating exam (a $110 value!), if needed.

The current option of registering for a UExcel operating exam alone is still available if you do not wish to register for a corresponding practice exam, and are confident that you are prepared to complete the exam successfully on the first attempt.

The Exam Payment Plan (EPAYPLAN) is not available for the value package option. **There are no refunds for the value package option.**

The value package covers the registration cost of the exams only; if you need to schedule to take the examination again, you will need to arrange your seat fee directly with the approved method of testing.

Excelsior College wants to make your road to success as smooth and attainable as possible, and we hope that by offering this innovative value package, we will help you succeed the first time, and offer a second chance if you don’t. By purchasing a UExcel Value package, students who receive a D or F on their first attempt qualify for a free registration to retake the exam. We want to offer our students the best in flexibility and convenience!
# UExcel® Exams

## Business & Technology

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<th>Catalog Number</th>
<th>Title</th>
<th>Credits/Level of Credit</th>
<th>Fee</th>
<th>Value Package</th>
<th>Type of Test</th>
<th>Length in Hours</th>
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## Education

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¹The College Writing Exam does not have a corresponding practice exam. However, there is a program available through Vantage Learning. Please see the College Writing college guide for more information.

See page 30 for a key to the footnotes.
## Natural Sciences & Mathematics

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<td>PSYx325</td>
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<td>367</td>
<td>HISx340</td>
<td>World Conflicts Since 1900 ²</td>
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<td>SOCx330</td>
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<td>110</td>
<td>✓</td>
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See page 30 for a key to the footnotes.
The types of test are: E=extended response, M=mixed format (multiple-choice and free response), O=objective (multiple-choice). U=upper-level credit; L=lower-level credit. Semester hour credits and level designations recognized by Excelsior College. See page 11 regarding the award of credit by other institutions.

Online practice exam is available. Refer to page 5 for additional information.

Exam does not have a corresponding practice exam.

See page 27 for value package information.

Exam does not have a corresponding practice exam.

<table>
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<th>Credits/Level of Credit</th>
<th>Fee</th>
<th>Value Package</th>
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Nursing

(not required for Excelsior College nursing degree and do not apply toward the Excelsior College nursing degrees)

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Explanation of Codes:

* The types of test are: E=extended response, M=mixed format (multiple-choice and free response), O=objective (multiple-choice).

1 U=upper-level credit; L=lower-level credit. Semester hour credits and level designations recognized by Excelsior College. See page 33 regarding the award of credit by other institutions.

2 Online practice exam is available. Refer to page 5 for additional information.

3 This examination is available at a limited number of International Pearson Testing Centers.

4 See page 27 for value package information.

5 Exam does not have a corresponding practice exam.
Accommodations will be considered for examinees requesting and requiring reasonable accommodation(s) due to a disability. The procedures throughout this guide apply to students who request accommodations for UExcel exams.

If you are requesting an accommodation due to a disability, download and complete a Request for Accommodation Form that can be accessed by visiting the Excelsior College website at www.excelsior.edu/accessibility-services. Students with approved accommodations must register BY PHONE for exams. Call 888-647-2388, 2-2-2.

Once your completed documentation has been processed, within 24 to 48 hours an Authorization to Test (ATT) letter will be posted to your MyExcelsior message center. Upon receipt of this letter, you can schedule an appointment for any time within the six-month test eligibility window indicated.

Simply call Pearson VUE’s Candidate Services toll free number at 800-466-0450 and ask for the accommodations coordinator. Be prepared to provide the information that was contained in your ATT letter. You may also use this number to cancel or reschedule an appointment. The fee for scheduling/canceling/rescheduling your appointment will be waived.

An additional 30–45 business days may be required to allow time for the necessary arrangements to be made.

*UExcel exams are offered only in a computer-delivered format.
Take the Exam

Reasonable accommodations for computer-delivered testing at Pearson VUE Testing Centers may include:

- Additional time (double time or time and a half)
- Reader
- Recorder of answers/amanuensis
- Scheduled break for additional time
- Separate room
- Special mechanical devices (limited)

Breaks

During breaks at a Pearson VUE testing center, testing time will continue to lapse; as a result, you will have less time to complete the entire exam. Some accommodations, like breaks, are not permitted during an exam taken online through OnVUE. See p. 14 for more specific information on taking breaks during an exam.

Under no circumstance will you be allowed to either go to your locker or leave the Pearson VUE Testing Center during a break. If you leave the testing center during a scheduled break, you may not be allowed to complete your examination and your grade will be invalidated.
Using UExcel® Exams at Other Colleges and Universities

Excelsior College and thousands of other colleges and universities recognize the value of credit-by-exam programs as an efficient and affordable way to grant credit, waive requirements, or assign placement for successful completion of one or more of these exams.

Before registering for your UExcel® exam, verify with your academic department/advisor that their institution will accept the examination you have selected, since acceptance policies will vary by department within individual institutions.

To learn more about the UExcel exam credit transcripting process, visit https://www.excelsior.edu/exams/transfer-your-uexcel-credits/.

Ask your academic advisor to consider UExcel® exams as a credit-earning option for you and your degree completion plan. You can also address any questions regarding the minimum required grade and/or the amount of credit awarded for the examination.

If your desired institution has not yet learned how to accept our exams, ask your academic advisor to consider this credit-earning option. Your advisor may contact the Center for Educational Measurement (CEM) at Excelsior College at 888-647-2388 (at the greeting press 2 and follow prompts) or examcredit@excelsior.edu for additional information.
MyExcelsior

Your customized MyExcelsior account, located on the Excelsior College website home page, is designed to simplify access to the resources and services you need. Check MyExcelsior to register for exams and practice exams, check your registration status and exam scores, request a transcript, visit the bookstore, or read student updates. Many exam functions can be found by logging in to MyExcelsior. To create your own MyExcelsior account, simply visit www.excelsior.edu/login and follow the instructions.

Shortcuts

By simply adding the / tag shortcut to www.excelsior.edu, you can directly access the page you need. Some links may require log-in.

www.excelsior.edu/admissions
www.excelsior.edu/exam-content-guides
www.excelsior.edu/accessibility-services
www.excelsior.edu/enroll
www.excelsior.edu/payment-plans
www.excelsior.edu/examregistration
www.excelsior.edu/courses-and-exams
www.excelsior.edu/help
www.excelsior.edu/library
www.excelsior.edu/messagecenter
www.excelsior.edu/military-and-veterans
home.excelsior.edu
www.excelsior.edu/policies
www.excelsior.edu/start-with-more-credit/credit-for-portfolio-assessment
www.excelsior.edu/exams/transfer-your-uexcel-credits
Registration Information

If you have a question about the administration of your exam, contact the Exam Registration Office:

Email: testadmin@excelsior.edu
Telephone: 888-647-2388, at the greeting press 2 and follow prompts (toll free)
Fax: 518-464-8777

If you contact the Exam Registration Office via email, you will receive an automated response indicating that your message was received and that, depending on the nature of your inquiry, it may take up to five business days to provide you with the information requested.

Pearson VUE

You can contact Pearson VUE Testing Centers in one of two ways:

Internet Scheduling System website (visit www.pearsonvue.com/excelsior)

Pearson VUE’s Candidate Services toll-free phone line (888-926-9488), available Monday through Friday, 7:00 AM to 7:00 PM Central time. Pearson VUE will charge you the appropriate fee for every transaction you make through this call center.

Student Payment Office

If you have question in regards to your student account, contact the Student Payment Office:

Phone: 888-647-2388 (toll free)
Fax: 518-464-8700
Mail: Excelsior College
      Student Payment Office
      7 Columbia Circle
      Albany, NY 12203-5159

Center for Educational Measurement (CEM)

If you have a question about the content of the exam or the practice exam, contact the Center for Educational Measurement at: examcredit@excelsior.edu.
Earn a degree without sacrificing what’s important to you.

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- **Affordability.** Plus we offer payment plan options, federal student financial aid, scholarships, and student support services.

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