

Board Policy: EHDB (Local)

Date Effective: June 16, 2007

Revision Date: August 1, 2012

Re: Credit By Examination With Prior Instruction

Credit By Examination exams may be given to students wishing to regain credit in a subject/grade level for which they have had prior instruction.

Eligibility for Testing

- The student has failed a subject or course in grades 6-12.
- The student must receive recommendation from the principal and/or principal designee and signed permission from the parent/guardian for the student to be able to take the exam.
- The student may be permitted to take the exam if the student has earned a passing grade in a subject or course but has failed to earn credit because of excessive absences.-
- Students may not take an examination for a course during the semester in which they are enrolled in the class.
- Students may not use Credit by Examination to gain eligibility for participation in extracurricular activities.

Examinations and Registration

- Exams are developed by the district or purchased from Texas Tech or University of Texas Distance Learning.
- Exams assess the essential knowledge and skills in the applicable grade levels/subject areas. Review documents for purchased exams may be found by visiting <http://www.depts.ttu.edu/uc/cbereview>
- The district shall provide testing dates, identify testing sites, and set deadline for registration each school year and published via pamphlets, school newsletters, handbooks, and district publications.

Registration for the Examinations

- Applications for registration must be completed and returned to the home campus counselor and/or campus CBE designee prior to the district application deadline at least 30 days prior to the exam to ensure receipt of the appropriate exam prior to the test date.
- Applications may be obtained and submitted to the student's home campus counselor and/or campus CBE designee.
- Applications may be submitted to the counselor at the home campus and/or campus CBE designee prior to the application deadline.
- Tests are free and no fees are charged the first time a student takes the exam on one of the designated district administrations dates. If the student does not receive a passing score and requests to re-test on that exam, the student will be required to pay the purchase price of the exam.

- Transportation will be the responsibility of the student and parent/guardian.
- Parents, in agreement with campus administration, may choose to order and pay for examinations to be given at an agreed upon time different from those designated by the district.
- Student Notification of testing time and location will take place via counselor and/or campus CBE designee through letters, phone calls, or counselor contact.

Passing Scores

According to board policy, students must receive a 70 or above on the examination (or each of the examinations required for the subject area/grade level) in order to regain credit for a failed course. Along with the original grade, the score received on the Credit by Examination will be placed on the student's transcript and for high school credit courses, regardless of the student's grade level, the score will be calculated in each of the grade point averages, weighted/calibrated GPA and 4.0 GPA, in accordance with EIC (Local).

Exhibits:

- Exhibit A: Registration Form for CBE With Prior Instruction
- Exhibit B: CBE Results Letter

Elementary & Intermediate Credit by Examination Application

Applications should be completed and returned to home campus Counselor by the deadline with no exceptions for **Acceleration on** - _____ **or for** **Credit Recovery on** - _____.

Student Name _____ Home Campus _____ Grade _____

ID Number _____ SS # _____

Parent/Guardian Name _____ Home Ph. # _____

Cell Ph # _____ Emergency Ph. # _____

Street Address _____ City/State/Zip _____

Examinations to be taken (students may take two tests per testing session)

Acceleration _____ **Recovery** _____ **6th Only**

Elementary Students:

Grade level and subject(s) for which the student is testing:

- | | | | | |
|----------------------|------------------------------|-------------------------------|------------------------------|---------------------------------|
| First Grade: | <input type="checkbox"/> ELA | <input type="checkbox"/> Math | <input type="checkbox"/> Sci | <input type="checkbox"/> Soc St |
| Second Grade: | <input type="checkbox"/> ELA | <input type="checkbox"/> Math | <input type="checkbox"/> Sci | <input type="checkbox"/> Soc St |
| Third Grade: | <input type="checkbox"/> ELA | <input type="checkbox"/> Math | <input type="checkbox"/> Sci | <input type="checkbox"/> Soc St |
| Fourth Grade: | <input type="checkbox"/> ELA | <input type="checkbox"/> Math | <input type="checkbox"/> Sci | <input type="checkbox"/> Soc St |

Intermediate Students: A= 1st Semester B= 2nd Semester

Grade level and subject(s) for which the student is testing:

- | | | | | |
|---------------------|--------------------------------|--------------------------------|---------------------------------|---------------------------------|
| Fifth Grade: | <input type="checkbox"/> ELA-A | <input type="checkbox"/> ELA-B | <input type="checkbox"/> Math-A | <input type="checkbox"/> Math-B |
| | <input type="checkbox"/> Sci-A | <input type="checkbox"/> Sci-B | <input type="checkbox"/> Soc-A | <input type="checkbox"/> Soc-B |
| Sixth Grade: | <input type="checkbox"/> ELA-A | <input type="checkbox"/> ELA-B | <input type="checkbox"/> Math-A | <input type="checkbox"/> Math-B |
| | <input type="checkbox"/> Sci-A | <input type="checkbox"/> Sci-B | <input type="checkbox"/> Soc-A | <input type="checkbox"/> Soc-B |

Date of Testing _____ Current Grade Level _____

TO BE COMPLETED BY THE PRINCIPAL OR DESIGNEE:

The principal or designee Recommend Do not Recommend the student for advancement/grade level acceleration after giving consideration to student maturity and development levels of the student and the challenges that may arise in his/her educational career.

The student listed above has not received prior instruction and is eligible to take the exam for advancement.

The student listed above has failed the course and is eligible to take the exam for credit retrieval.

Principal or Designee Signature _____ Date _____

TO BE COMPLETED BY THE PARENT OR GUARDIAN:

I give permission for my child to take the credit-by exam tests and understand that tests scores will be the sole measure used to determine if my child qualifies for advanced placement and or credit retrieval.

Parent /Guardian (Print Name) _____

Parent/Guardian Signature _____

Date _____

- Transportation to and from testing is the responsibility of parent/guardian.
- Study guides may be accessed from Texas Tech University's website www.dce.ttu.edu when they are available.
- To earn credit in the course, a student must score 90 or above for advancement on the examination; to earn credit retrieval a student must score a 70 or higher.
- Middle school students must score 90 or better on each semester to earn credit for advancement.
- Elementary students must pass each of the 4 exams with a 90 or better in order to advance a grade with the recommendation of the principal.
- Students earning credit will have that grade (s) posted on their official transcript as part of their GPA.

**Secondary Level
Credit by Examination Application**

Applications should be completed and returned to home campus Counselor by the deadline with no exceptions for **Acceleration on - _____** or for **Credit Recovery on - _____**.

Student Name _____ Home Campus _____ Grade _____

ID Number _____ SS # _____

Parent/Guardian Name _____ Home Ph. # _____

Cell Ph # _____ Emergency Ph. # _____

Street Address _____ City/State/Zip _____

Examinations to be taken (students may take two tests per testing session)

Acceleration **Recovery**

Middle School Students: A= 1st Semester B= 2nd Semester - Grade level and subject(s) for which the student is testing:

Test(s) given:

Seventh Grade: ELA- A ELA-B Math-A Math-B
 Sci-A Sci-B Soc-A Soc-B

Eight Grade: ELA- A ELA-B Math-A Math-B
 Sci-A Sci-B Soc-A Soc-B

High School Students: A= 1st Semester B= 2nd Semester - Grade level and subject(s) for which the student is testing:

Test(s) given:

English Courses: Eng I-A Eng I-B Eng II-A Eng II-B
 Eng III-A Eng III-B Eng IV-A Eng IV-B

Math Courses: Alg I-A Alg I-B Geo I-A Geo I-B
 Alg II-A Alg II-B PCAL I-A PCAL I-B

MMOD 1-A (Mathematical Models with Applications) MMOD 1-B (Mathematical Models with Applications)

Science : Bio I-A Bio I-B Chem I-A Chem I-B
 Phy 1-A Phy 1-B IPC 1-A IPC 1-B
 ENVIR 1-A (Environmental Systems) ENVIR 1-B (Environmental Systems)

Social Studies: GEO 1A- World Geography Studies (W GEO) GEO 1B- World Geography Studies (W GEO)
 HIST 2A- World History Studies (W HIST) HIST 2B- World History Studies (W HIST)
 HIST 1A-US History Since Reconstruction HIST 1A-US History Since Reconstruction

GOVT-US Government (GOVT) HIGH ENT-Economics
Languages other than English: FREN1-A FREN1-B FREN 2-A FREN 2-B
 GERM 1-A GERM 1-B GERM 2-A GERM 2-B

Exhibit A

Languages other than English

LAT 1-A LAT 1-B LAT 2-A LAT 2-B

SPAN 1-A SPAN 1-B SPAN 2-A SPAN 2-B

SPAN 3-A SPAN 3-B

Fine Arts: ART 1-A ART 1-B

Health & Physical Education: PE 1-A- Foundations of Personal Fitness (FPF) HLTH ED- Health Education

Electives: CHILDD- Child Development (CHILDDDEV) PSY- Psychology (PSYCH)

SOC- Sociology (SOC) SPEECH

Electives (Online tests only):

PRINI 1-A- Principles of Information Technology

PRINI 1-B- Principles of Inf. of Technology

TAWEB1-A- Web Mastering

TAWEB1-B- Web Mastering

Date of Testing _____ Current Grade Level _____

TO BE COMPLETED BY THE PRINCIPAL OR DESIGNEE:

The principal or designee Recommend Do not Recommend the student for advancement/grade level acceleration after giving consideration to student maturity and development levels of the student and the challenges that may arise in his/her educational career.

The student listed above has not received prior instruction and is eligible to take the exam for advancement.

The student listed above has failed the course and is eligible to take the exam for credit retrieval.

Principal or Designee Signature _____ Date _____

TO BE COMPLETED BY THE PARENT OR GUARDIAN:

I give permission for my child to take the credit-by exam tests and understand that tests scores will be the sole measure used to determine if my child qualifies for advanced placement.

Parent /Guardian (Print Name) _____

Parent/Guardian Signature _____ Date _____

- Transportation to and from testing is the responsibility of parent/guardian.
- Study guides may be accessed from Texas Tech University's website www.dce.ttu.edu when they are available.
- To earn credit in the course, a student must score 90 or above for advancement on the examination; to earn credit retrieval a student must score a 70 or higher.
- Middle school students must score 90 or better on each semester to earn credit for advancement.
- Elementary students must pass each of the 4 exams with a 90 or better in order to advance a grade with the recommendation of the principal.
- Students earning credit will have that grade (s) posted on their official transcript as part of their GPA.



Credit by Exam Results Letter
(Carta de Resultados de Crédito Obtenido Mediante Examen)

Date (*Fecha*) _____

Dear Parents or Guardians of (*Apreciados Padres o Tutores de*): _____
Name of Student (*Nombre del Estudiantes*)

The purpose of this letter is to provide you with the results of the **Credit by Exam with Prior Instruction** for students wishing to regain credit in a subject. We have enclosed a copy of your Credit by Exam results of your child's test(s). All information provided is privileged and confidential. Any further disclosure requires written parental consent prior to such disclosure.

In accordance with local policy, a student in any of grades 6-12 may be given credit for an academic subject in which he or she had some prior instruction, if the student scores 70 percent on a criterion-referenced test for the applicable course.

If such credit is given, CISD shall enter the examination score on the student's transcript.

Please do not hesitate to contact me if you have any questions.

*El propósito de esta carta es proporcionarles los resultados de **Crédito Mediante Examen Con Enseñanza Previa**. Hemos adjuntado una copia de los resultados del CBE (Crédito Mediante Examen) de su hijo(a). Toda la información proporcionada es privilegiada y confidencial. Cualquier otra divulgación requerirá la autorización previa de los padres. De acuerdo con la norma local, el estudiante que esté entre los grados 6º - 12º podrá recibir crédito en cualquier materia académica en la cual haya recibido enseñanza previa, si él o ella obtuviera una puntuación de un 70 por ciento en el examen del curso correspondiente.*

Si dicho crédito fuera otorgado, Crowley ISD registrará la puntuación del examen en la copia oficial del expediente escolar del estudiante.

Si tuvieran alguna pregunta, por favor, no duden en ponerse en contacto conmigo.

Counselor Name (*Nombre del Consejero*)

Phone Number (*Número de Teléfono*)