

TESTING PROGRAMS

EK (R)

COURSE  
VALIDATION TESTING  
NON-ACCREDITED  
SCHOOLS

Testing procedure for course validation credit shall differ slightly from the North East Independent School District format for credit by examination. The purpose shall be to verify credit that has already been awarded by a non-accredited public or private school.

TESTS

The Course Validation Testing Request Form shall be used to register students for tests. All fees shall be paid by money order or cashier's check. Transcripts from all secondary course-work must be included with the Course Validation Request Form.

Tests for the "core" courses listed below shall be available through the Testing Office. The campus may use teacher-made, end-of-course tests, to validate classes which are not listed below.

English I, II, III, & IV  
Algebra I & II  
Geometry  
Biology  
Chemistry  
Physical Science  
U.S. Government  
Economics  
U.S. History (Post-1877)  
World Geography  
World History  
Spanish I

A grade of 70 for any teacher-made exam shall be considered evidence of course competency validation.

TESTING  
PROCEDURES

Course credits from schools not on the state accredited list shall be validated through testing. If the student is transferring one or more years' worth of unit credits, only the most recent year shall be validated. If a student passes all tests, prior coursework shall be given full credit. The office of Guidance Services shall coordinate testing for all course validation testing.

1. The "Course Validation Testing Request Form" shall be completed in applying for course validation testing.
2. Complete all information, with signatures included. Secure a cashier's check or money order for the full amount, and affix complete high school transcript(s) (official transcript from the non-accredited school) showing all courses to be validated. (Include seventh and eighth grade records if foreign language or algebra middle school credits are involved.)
3. Make one copy of the form for counselor files, one copy for parents, and one copy (with transcripts and payment) which shall be sent to the office of Guidance Services, c/o the Testing Coordinator.
4. For validation of a course not on the "core" course list, the

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counselor shall secure an appropriate end-of-course exam(s) from campus staff to be utilized as the validation measure(s). The scored, teacher-made exams shall be sent to the Testing Coordinator's office so the results can be included in the final report to be sent to the counselor upon completion of testing.

5. For validation of a course which is on the "core" course list, the necessary examination materials shall be picked up by a campus counselor or administrator at the Testing Coordinator's office.
6. Testing shall be conducted by qualified campus personnel who shall follow written directions exactly. Security procedures must be followed. All materials must be in locked storage when not in use.
7. All test booklets, used and unused answer sheets, directions, etc., must be personally returned to the Testing Coordinator's office immediately after testing.
8. Scantron scoring will be done at the Testing Coordinator's office and a complete report of all results, including teacher-made tests, shall be sent to the school as soon as possible.
9. The campus counselor will be responsible for reporting test results to the parent/student.

HOME SCHOOL

Requests for credit from a student who has been in "home schooling" shall require the following documentation.

1. The name of each course that was taught and grade level.
2. The names and copyright dates of each text used, by class.
3. If possible, the name of the curriculum that was used for each course and where it was acquired.
4. The number of minutes spent in "formal" instruction each day.
5. The total number of days in which "formal" instruction took place.
6. A statement of the quality of the student's performance in each subject (grades).
7. The results of any norm-referenced standardized achievement test given within the last 6-12 months.
8. Any additional documentation (curriculum guides, ancillary material, work samples) which might provide data useful in evaluating the request for credit. This documentation shall be reviewed by the campus counselor for awarding credit.

The counselor may confer with the Testing Coordinator to determine if validation testing is required.