



NORTH EAST INDEPENDENT SCHOOL DISTRICT

CREDIT BY EXAM PROCEDURES

Credit-by-Exam (CBE) is a testing program offered by NEISD for enrolled students in grades kindergarten through grade 12. There are two reasons for administering CBE testing. First, a student may **accelerate** instruction or test out of a grade level or course without having had prior instruction. Second, a student may **recover credit** for a course or grade level if the student has had prior instruction and failed, provided there are extenuating circumstances. Credit by Exam is not to be used to validate home school instruction or instruction from a non-accredited private or public school. Course validation is administered at the campus level and not through Credit by Exam.

PROCEDURES FOR CREDIT BY EXAM (With and Without Prior Instruction)

- STEP 1: Parent/guardian or student contacts campus counselor regarding CBE
- STEP 2: Counselor provides parent/guardian or student with correct CBE application form
 - With Prior Instruction: for students who have had previous instruction but have not earned credit
 - Without Prior Instruction: for students who wish to "skip" or accelerate out of a course or grade level
- STEP 3: Parent/guardian or student completes application form and returns form to counselor with appropriate signatures (student signature & parent signature) and fees (money order or cashier's check)
 - Parent signature is not required if student is over age of 18
 - Students must return application to counselor for submission. Applications submitted by the parent/guardian or the student will not be accepted
- STEP 4: Counselor signs completed application and forwards application to appropriate administrator for signature
- STEP 5: Counselor deposits CBE fees into Student Activity Fund for testing, and provides parent/guardian or student a receipt
- STEP 6: Counselor sends Testing Services completed application
 - Application may be sent though Pony or faxed to 804-7128
 - Application must be received by application deadline (see CBE Testing Schedule)
- STEP 7: Approximately 2 weeks prior to the testing date, Testing Services mails registered students reminder letters with testing information (date, time, & location)
 - Students who register late will not receive a reminder letter. Counselor must notify student of testing information
- STEP 9: Tests are administered, scored and results sent to the Lead Counselor at the campus with invoice of money owed for administration
- STEP 10: Campus sends Testing Services check for amount owed and notifies students of test result(s)

Students taking CBE with prior instruction must receive a score of 70% or above in order to receive credit. Students taking CBE without prior instruction must receive a score of 90% or above to receive credit.

FEES (With Prior Instruction Only)

Exams taken "with prior instruction" must be paid for by the student. All fees must be paid for in advance by money order or cashier's check and will not be refunded once student is registered regardless of whether student takes exam.

Elementary and Middle School (Full Grade Battery)	\$100.00
High School Semester Course.....	\$45.00