INDIVIDUALIZED LEARNING:  
CREDIT BY EXAMINATION WITH PRIOR INSTRUCTION

ELIGIBILITY
Credit by Examination (with prior instruction) is an option for students who have had previous formal instruction but who have not earned credit for one or more specific courses. However, if a student has lost eligibility to participate in interscholastic league/extracurricular activities, Credit by Examination will not change eligibility status.

It is recommended that students who fail a course/grade have the option to retake the course/grade through summer school, night school, correspondence course, or during the next school year.

Students may not take a Credit by Exam test after the end of the third week of the semester for a course/grade in which they are currently enrolled.

EXCEPTIONS
Credit by examination shall not be offered for “performance” courses such as, but not limited to, physical education, band, choral music, art, and trade classes.

A campus committee, consisting of the principal, counselor, teacher, and all other appropriate campus representatives, may consider administering Credit by Exam after the third week of the semester if a student is over age or at risk of dropping out.

Acknowledgment of extenuating circumstances and approval by the campus principal are required for Credit by Examination under these Exceptions.

REGISTRATION
A registration form must be submitted to Testing Services no later than 14 days prior to the scheduled administration date. The registration form must be signed by the student, parent/guardian, counselor, and principal. Students serviced by Special Education or 504 must have their application signed by the Special Education coordinator or 504 coordinator. A campus administrator shall interview the student and parent(s)/guardian concerning the maturity level of the student and the advantages and disadvantages of Credit by Examination and review all other options.

The 14 day registration requirement will be waived for graduating seniors who need to test during the week of graduation.

A list of administration dates for Credit by Exam can be found on the District’s website under Testing Services.

FEES
An administrative fee shall be charged to cover costs of the examination. If the parent or guardian has applied for and is eligible for the student to
receive free/reduced price meals, the fee may be waived. All fees are payable when the registration form is returned to the school office.

Fees for the current school year can be found on the Credit by Examination application.

TEST PROCEDURES
Testing shall be scheduled through a school counselor according to an examination calendar developed by the District Testing Coordinator. Requests for credit by examination shall be made to the principal or principal’s designee. For students in grades 6-12, a maximum number of two exams per student may be taken on a scheduled testing date.

Credit by examination tests must be administered by Testing Services on published dates. If there are extenuating circumstances requiring testing outside published dates, the campus must submit the request to Testing Services and approval must be granted by the Superintendent or designee.

PLACEMENT/CREDIT
Elementary school students in grades 1-5 must score 70% or higher on a criterion-referenced test in each of the following subject areas: language arts, mathematics, science and social studies in order to regain credit for that grade level.

Middle school students in grades 6-8 must score 70% or higher on a criterion-referenced test in each of the following subject areas: language arts, mathematics, science and social studies in order to regain credit for that grade level.

High school students in grades 9-12 may be awarded credit for a specific course in the content areas of language arts, mathematics, science, social studies, and foreign language if all requirements are met. The District mastery examination score shall be recorded on the student’s Academic Achievement Record (AAR). If the student does not pass, he/she will not be eligible to retake the exam in the subject in which the exam was failed. Incomplete correspondence courses shall not count as prior instruction. Pre-AP and AP level credit shall not be awarded for Credit by Examination.

END-OF-COURSE
Students enrolled in grade 9 during the 2011-2012 school year or after and receive course credit through Credit by Examination, will take the corresponding End-of-Course assessment. This credit shall count toward graduation requirements but shall not be included in class ranking.

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