

Credit by Exam | Individual Request, LOTE

Congratulations on being ready to take an exam. You must have your testing site approved by the UT High School **each time you request an exam** if it is not a pre-approved site with us. The proctor agreement form cannot be processed unless all required fields are complete. Exam must be taken within 60 days.

Note: This form is for all Languages Other Than English CBEs. To request Credit by Exams for core courses and electives, please complete the form titled "Credit by Exam | Individual Request, Standard" which provides the available courses exam titles on the right-side column.

Acceptable Testing Sites and Proctors

Exam must be proctored by a counselor, registrar, school administrator, certified teacher, certified substitute teacher, campus librarian or education officer. Any other supervisor must be approved by the UT High School testing supervisor and your school.

Students may have their UT High School exams proctored at their locally attended school or at commercial testing center. Home school students may have their UT High School exams proctored at a local high school or at a college or university testing center.

Approval Process:

Upon receipt of this completed and signed Proctor Agreement Form, the UT High School will review it. If approved, the UT High School will process your exam request within three business days and then send you an email confirming that your exam information has been sent to your approved alternate testing site and proctor. If not approved, we will contact you by phone or email.

Proctor Guidelines

Before the Exam

- The proctor must verify the student's identity by personally inspecting a government or school-issued photo ID.
- Neither the proctor nor the student may copy the exam or any part of it.
- Unless specified as authorized materials on the exam cover sheet, the student must take the exam without access to any book, notes, calculators, or other materials, including paper belonging to the student.

During the Exam

- The proctor must watch the student sign the Scholastic Honesty Statement located at the beginning of the exam.
- The proctor must observe the student throughout the examination, with the student in full view.
- The proctor must ensure that the student takes the exam during the testing period only and only allows monitored breaks according to the written policy for the test.
- The proctor may provide the student with paper and pencil if needed for the exam.
- If any exam irregularities occur, then the proctor must take up the affected exam materials and notes and return them to the UT High School with a written explanation of the observed irregularity.

After the Exam

- At the end of the time allowed for the exam, the proctor must collect all examination materials and notes from the student and then complete and sign the supervisory cover sheet enclosed with the exam.
- The student is not permitted to keep a copy of the exam or to keep any notes associated with the exam.
- The proctor must return everything to the UT High School.
- The student is not permitted to mail or otherwise return the exam to the UT High School for any reason.

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Exams are nonrefundable and nontransferable. (If needed, obtain a UT EID at www.utexas.edu/eid.)

Student Information – Print or Type

		<input type="checkbox"/> Male <input type="checkbox"/> Female
UT EID	Birth Date	Select One
Name:		
Last	First	M.I.
Address:		
Street		Apt. #
City	State	ZIP
Email:		Phone: ()

Payment

<input type="checkbox"/> Check/Money Order: Payable to The University of Texas at Austin.
<input type="checkbox"/> Credit Card: <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> AMEX
Cardholder Name
Account Number
Expiration Date
Authorized Signature

Exam Request – EA=Exam for Acceleration and CR= Credit Recovery

Subject/Semester (Ex: Spanish 1A or 1B.)	Audio Format	If Chinese	Credit Type
	<input type="checkbox"/> Online Audio <input type="checkbox"/> Cassette <input type="checkbox"/> CD-ROM (Spanish Only)	<input type="checkbox"/> Simplified <input type="checkbox"/> Traditional	<input type="checkbox"/> EA <input type="checkbox"/> CR
	<input type="checkbox"/> Online Audio <input type="checkbox"/> Cassette <input type="checkbox"/> CD-ROM (Spanish Only)	<input type="checkbox"/> Simplified <input type="checkbox"/> Traditional	<input type="checkbox"/> EA <input type="checkbox"/> CR

Costs

# of Exams ____ x \$50.00 (Semester) ▶	\$
# of Exams ____ x \$100.00 (Full Year) ▶	\$
<input type="checkbox"/> Expedite Shipping & Handling To Domestic Site \$30.00 ▶	\$

Registration Approved By

<input type="checkbox"/> Home School (Fill in parent/guardian name & signature below)	
<input type="checkbox"/> Public or Private School (Test scores will be sent to approving school.)	
<input type="checkbox"/> UT High School	
School Name:	
Contact Name:	
Address:	
Street	
City State ZIP	
Phone: ()	
<input type="checkbox"/> Email Grade Report Approval UTEID (Required): _____	
Signature (Required)	Date

Testing Site – Chose One

<input type="checkbox"/> UT DEV Testing Center: \$30 Proctoring Fee paid at location	
<input type="checkbox"/> Alternate Testing Site: Proctor must complete information below	
Proctor UTEID (Required):	
Proctor Name & Title:	
Testing Site Name:	
Address:	
Street	
City State ZIP	
Proctor Email:	Phone: ()

Proctor Agreement

I agree to proctor the UT High School exam for the student named above, in accordance with the UTHS proctor guidelines.	
Proctor's Signature (Required)	Date

Contact Information

Mail: UT High School P.O. Box 7700 Austin, TX 78713-7637	Physical Address: UT High School Development Office Bldg. 2901 North IH-35, Suite 2.200 Austin, Texas 78722	Email: Scan and send as an email to UTHSrequestCBE@austin.utexas.edu	Phone: (512) 232-5000 Fax: (512) 471-7853	Web: highschool.utexas.edu
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Available Credit by Exams Languages other than English

- Paper Exam/Paper
- * Full year course

A complete list of core courses and electives appear on a different form.

Chinese

- Chinese 1 Simplified*
- Chinese 1 Traditional*
- Chinese 2 Simplified*
- Chinese 2 Traditional*

Japanese

- Japanese 1*
- Japanese 2*

Korean

- Korean 1*
- Korean 2*

French

- French 1A
- French 1B
- French 2A
- French 2B

Spanish

- Spanish 1A
- Spanish 1B
- Spanish 2A
- Spanish 2B
- Spanish 3A
- Spanish 3B

Note: Available audio format for Spanish exams include only online and CD-ROM. Online and cassette tape is available for all other exams.