

Credit by Assessment for Prior Learning of Course Content ISD 728 Guidelines

Definition:

Credit by Assessment for Prior Learning of Course Content is designed to enable a student to receive credit toward graduation for any course offered in any subject area at the student's assigned ISD 728 high school, if the student demonstrates that he or she has met the learner outcomes for that course.

Purpose of Credit by Assessment (CBA) for Prior Learning of Course Content:

Credit by Assessment for Prior Learning of Course Content validates learning that took place through a non-traditional avenue and allows students to participate in a rigorous educational experience. A student wishing to gain credit through Credit by Assessment for Prior Learning of Course Content may do so as a vehicle for enrolling in an advanced placement or more academically appropriate course, or for obtaining credit for a required course without using an in-school class period that the student may prefer to use for an alternative course. *If a student has taken a course and failed, credit recovery is the vehicle by which a student can regain credit.*

Guidelines:

1. A student must be enrolled in an ISD 728 high school to participate in this process.
2. A student may request to attempt this process once per year per course.
3. A student may not request to test out of a course for which the student has already earned a grade during that school year.
4. The application process may be initiated in advance of the start of the course but must be initiated before the end of the fifth day of class. If the student is currently attending the class, the student must remain in the class until the assessment process is completed.
5. At the time the student applies for CBA, it is assumed the student is ready to demonstrate competence in the content outcomes of the course.
6. The assessment process may include completion of exams and any additional, required course activities that are designed to show evidence of attainment of the course outcomes. Assessments will be taken on school grounds.
7. A review committee will determine whether or not the student successfully completed the assessment process. The review committee will consist of at least a principal or designee, a counselor, the district's Advanced & Gifted Specialist, a teacher or Curriculum Specialist associated with the course.
8. If necessary, the review committee will include a special education teacher and shall consider appropriate accommodations consistent with the student's Individual Education or 504 plan.
9. The minimum grade a student must achieve when all components are graded and compiled is 80%.
10. Students who complete the assessment process successfully will receive a course grade of "P" (Pass) on the transcript. The grade will not be weighted and will not impact a student's G.P.A..

Procedure:

1. The student contacts the school's counselor or administrator (hereinafter referred to as "building representative") and indicates interest in completing the CBA process for a class. The building representative communicates the request with the appropriate teacher. If the department does not have a corresponding APEX Assessment for the course or an end-of-the-year exam, a CBA process will be developed in consultation with the review committee. Review committee may consist of the above listed people as well as the Curriculum Specialist for Advanced & Gifted Learners, Director of Teaching and Learning, and Director of Research and Assessment.
2. The student will complete the first portion of the CBA application, review these guidelines with a parent or guardian, obtain a parent/guardian's signature, and return the CBA application form to the appropriate building representative.
3. The student and building representative will then review the application together. The student will next meet with the teacher or curriculum specialist to discuss the CBA guidelines for that course, schedule the assessment(s), and obtain a signature on the CBA Application. The student will need to complete the assessments by the deadline determined during that meeting.
4. The student will return the signed application form (sections one through four completed) to the building specialist, thereby signaling that the CBA process has begun.
5. The building representative will notify the review committee that the student has begun the process.
6. Once the CBA process is complete, the review committee will analyze the data and determine the outcome. Assessment results, as well as the building representative signature, will be recorded on the CBA application form.
7. The building representative will notify the student and parent/guardian of the results.
8. If the student is successful in this process, his/her transcript will list the course as a P, indicating that the student passed the course. Depending on the course, students may earn a semester credit or a full year credit. The counselor will update the transcript and place the CBA application and assessment results in the student's cumulative file. The student's schedule will be adjusted.
9. At any point in this process, if the Advanced & Gifted Learner Specialist, counselor or teacher is concerned about the CBA request, all parties will work together with the student and a parent/guardian to determine the next course of action.

Appeal Process

1. If a student or parent/guardian disagrees with CBA's final outcome, the student or parent may appeal to the principal.
2. If the principal's decision is still not satisfactory, the complainants may appeal to the Director of Teaching and Learning.

Assessment and Credit Details:

1. When applicable, Apex Learning's computer-scored summative assessments will be used as the CBA tests. If an Apex exam is not available, a district common summative assessment will be used.
2. All other assessments will be overseen for adherence by the review committee. The assessment guidelines are as follows:
 - a. Assessments need to assess the knowledge and skills required to demonstrate proficiency of course standards.
 - b. Assessments should require no more of a student in terms of demonstration of proficiency than a student who has taken the course in a traditional manner.
 - c. Assessments should be independent of a specific classroom experience.
 - d. Test administration specifications should be clearly articulated in advance (e.g., calculator use, note card use, etc.).

- e. Measure of proficiency should be clearly articulated prior to the administration of the assessment(s). In the case of an objective test, proficiency is assumed when the average score of all exam results is 80% or greater. Rubrics should be provided in advance of any performance assessment.
 - f. When a student completes the assessment process in a satisfactory manner, the student's transcript shows the credit earned. Credit is awarded as a "pass" rather than as a letter grade; therefore, it is not applied to the student's G.P.A.
 - g. If the student does not earn a cumulative score 80% or above on the assessment(s), no indication will be made on the transcript and the student will remain in the originally scheduled class.
3. For elementary and middle level process, direct questions to the Curriculum Specialist for Advanced & Gifted Learners.

**Credit by Assessment (CBA) for Prior Learning of Course Content
ISD 728 Application**

Student Name _____ Grade _____

Home Phone Number _____ Other Phone Number _____

Student E-mail Address _____

Parent E-mail Address _____

Name of course you are requesting to complete by this process _____

1. List and describe the personal experiences that supported you in meeting the learner outcomes for this course. Include what you learned, how you learned it, and the role of your mentors throughout the learning process. Attach artifacts or evidence of your learning experiences to this form. (*Attach additional sheets as necessary.*)

2. Verify your need for this process by describing the impact that CBA will have on your education. (*Attach additional sheets as necessary.*)

3. I have reviewed this application (the above items), reviewed and retained my copy of ISD 728's Guidelines for CBA, and hereby grant permission to proceed with the process. If my student meets the course's CBA outcomes, I understand that my student's transcript will list the course title and a "P" as the grade. I also understand that my student and I can appeal the outcome of the process, as stated in the CBA Guidelines.

Parent/Guardian Signature _____ Date _____

4. I have met with the student, have given the student the assessment procedure, and established a schedule and deadline for the completion of the assessment(s).

The student is to complete the assessment(s) by _____

Teacher Signature _____ Date _____

5. I agree to the ISD 728 CBA guidelines, the department's CBA guidelines, and will complete my assessment(s) by the above deadline according to the schedule established during my meeting with the teacher.

Student Signature _____ Date _____

Student, at this point, return this form to the designated building representative.

6. Results of the assessment(s): _____

Circle One: *Meets Requirements* *Does Not Meet Requirements*

Building Representative Signature & Title _____ Date _____

7. Building Representative notified parent/guardian on _____ and student on _____

Notes:

Please place this form in the student's cumulative file.