

Elgin ISD



Policies & Procedures

For the Administration of

Credit By Exam

2024 – 2025



Elgin District Testing Office Administration Office

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Credit by Exam (CBE) & Exams for Acceleration (EA) Administrative Procedures

I. Exam Dates

- A. In accordance with guidelines set by the Texas Education Agency (TEA), Credit by Exams (CBE) are offered to Elgin students four times during the academic year. The sessions listed in the chart linked above are published on the District and campus website.

II. **EISD Credit By Exam procedures align with Board Policy that address Alternative Methods for Earning Credit:**

- A. EHDB (LEGAL) & EHDB (LOCAL) - Credit By Examination With Prior Instruction
- B. EHDC (LEGAL) & EHDC (LOCAL) - Credit By Examination Without Prior Instruction

III. **What Is A Credit By Exam (CBE)?**

- A. The Texas State Board Of Education mandates all Texas school districts to offer examinations for acceleration at every grade level and for every subject area offered in grades K – 12. The Credit by Exam process provides students with an opportunity to advance to the next course once they have received credit.
- B. University of Texas @ Austin under the name of University of Texas High School offers a wide array of exams that match the needs of students attending classes in Elgin I. S. D.

IV. **Credit by Exam Policy Provisions**

- A. **TEA policy §74.24 Credit by Exams (c)(6):** states a student may not attempt to earn credit by examination for a specific high school course more than two times. Credit by Exam for Algebra 1, Biology, English 1, English 2, and United States History are only available for students with prior instruction as these courses are assessed by STAAR EOC as a graduation requirement
- B. Elgin ISD will offer qualified students who have prior instruction the opportunity to recover lost credit for Algebra 1, Biology, English 1, English 2, and United States History at the expense of the student.
- C. For more information about this policy change, please visit: TEA Administrative Code

V. **Application Process**

- A. The CBE application can be initiated by any stakeholder in the Elgin Learning Community to include administrators, counselors, faculty, parents and students. Blank applications are available on each campus and via the district website. See the campus counselor.
 - 1. Interested applicants should make an appointment to meet with his or her counselor to discuss the best plan needed to meet individual academic goals. The counselor will establish the purpose of the student participation (acceleration or credit recovery).
 - 2. All applications must be validated by the student's current counselor against the applicant's official school records and current class schedule who will indicate the purpose of the CBE (acceleration or credit recovery).

3. The Counselor will present all validated applications to the campus Principal for approval.
4. A student conference is arranged by the CBE Campus Coordinator to explain the remaining steps needed to complete the application process.
 - a. All applications are required to be signed by the student and the student's parent/guardian and returned to the CBE Campus Coordinator by the student on or before the published "student deadline."
 - 1) Students taking a CBE for the purpose of **credit recovery** must submit payment for the cost of the exam with the signed application.
 - 2) Students taking a CBE for course acceleration do not submit exam fees.
5. The designated CBE Campus Coordinator is required to email the completed applications to the District Testing Coordinator on or before the published "campus deadline."
 - a. All fees collected for applications for Credit Recovery must be submitted to the campus secretary.
 - b. Late Applications will be returned to the CBE Campus Coordinator and assessments will not be ordered.

VI. How Does the Campus Counselor Determine If a Student Qualifies to take a CBE for Acceleration or Credit Recovery?

- A. A campus official (Counselor, Principal, and/or Assistant Principal) must first determine which type of assessment a student qualifies to take before presenting the opportunity to the student and his/her parent/guardian for consideration.
 1. **Grades K – 8:** Students are required to successfully complete CBEs in **all** four cores, language arts, mathematics, science, and social studies with the goal of accelerating or skipping a grade level.
 2. **High School, Grades 9 – 12:** students can earn course credit two ways when taking a CBE.
 - a. **CBE for Acceleration (EA)** – A student has **not** received formal instruction in the course and takes the exam for credit. **The student must earn a minimum score of 80 on the CBE to qualify for acceleration.**
 - b. **CBE for Credit Recovery** – A student completed course work under formal instruction and did not earn credit for the course either due to excessive absences or incomplete work. **The student must earn a minimum score of 70 on the CBE to receive course credit.**

SAMPLE DECISIONS FOR DETERMINATION

Scenario 1: A student submits an application to take a credit by exam for both semester A & B of Spanish II. The campus representative verifies that the student was enrolled in Spanish II both semesters and was not given credit for the course work. The student qualifies to take the Spanish II exam as a method of credit recovery for a total of \$35 per semester or \$70 for the full year.

Administrative Considerations:

The principal, designee, or the attendance committee as applicable, has the authority to offer a student the opportunity to demonstrate mastery in a subject or to earn course credit by examination when the student has had prior instruction in a subject. For example:

- The student is enrolling in the District from a non-accredited school [see FD];
- The student has failed a subject or course due to missing assignments; or
- The student has earned a passing grade in a subject or course but has failed to earn credit because of excessive absences [see FEC].

Scenario 2: It is early December, and the elementary Principal approaches the parents of a second grade student to seek parental permission for school officials to administer third grade CBEs to their son who has revealed academic promise coupled with displaying signs of boredom in his current second grade classroom. The Principal explains that since their child has not received formal instruction at the third grade level, the student qualifies to take the third grade CBE in language arts, mathematics, science, and social studies with the possibility of advancing from second to fourth grade if he successfully passes all four exams. The Principal explains that since these exams were for the purpose of accelerating the student's level of education, the cost of the exams would be paid by the district through the campus secretary..

Administrative Considerations:

When it is in the best interest of a student to accelerate a student to meet their academic needs, the Superintendent or designee has the authority to offer exams that comprehensively examine the student's ability measured by the essential knowledge and skills in the applicable course or grade level that the student will skip.

(Assessing the student's ability/skill/knowledge of a subject or grade level without prior instruction) For example:

- The District shall accelerate a student in **Grades 1 – 5**, one grade level if the student meets the following requirements:
 1. The student scores 80 % or above on a criterion-referenced test for the grade level to be skipped in each of the following areas: language arts, mathematics, science, and social studies;
 2. A District representative recommends that the student be accelerated; and
 3. The student's parent or guardian gives written approval of the acceleration.
- The District shall accelerate a student one course at a time in **Grades 6-12:**
 1. The District shall give a student in grades 6–12 credit for an academic subject in which the student has received no prior instruction if the student scores:
 2. 80% or above on a criterion-referenced examination for acceleration for the applicable course;
 3. A "3" or higher on an advanced placement examination approved by the Board and developed by the College Board; or
 4. A scaled score of 60% or higher on an examination approved by the Board and administered through the **College-Level Examination Program (CLEP)**.

If such credit is given, the District shall enter the examination score on the student's transcript and the student is not required to take an end-of-course assessment instrument under Education Code 39.023(c) for that subject.

ADMINISTERING CREDIT BY EXAM

AN IMPORTANT NOTE REGARDING CREDIT BY EXAMS PURCHASED: UTHS Credit By Exams are issued with pre- printed student information that includes a test session date. If a student decides not to take a test, it cannot be administered to a different student or at a different time.

The CBE Campus Coordinator Responsibilities Include:

- 1) Attendance and active participation in an annual training session scheduled and conducted by the District Testing Coordinator each Fall Semester.
- 2) Monitors the application process validating the completion of each step before submission to the District Testing Coordinator on or before the published session application deadline.
- 3) Will identify and train CBE Proctors according to the UT Processes under the supervision of the Campus Principal.
- 4) Will coordinate logistics for assessing students to include providing students with a copy of the course study guide prior to exam day and notifying each student of the time and location for the exam.

- a. Determining the Campus Assessment Schedule:
 - 1) Students have a three-hour time limit for each exam.
 - 2) Students with multiple exams may only take one exam per day. Example:
 - a) **Student Acceleration (entire year) Grades 1-8** Consists of four core exams in Language Arts, Science, Social Studies, and Mathematics. Schedule the student to test four consecutive days with one subject each day.
 - b) **Student Acceleration or Credit Recovery** for students in grades 9 through 12 who are earning credit for a full one-year course consists of two semester exams. Schedule the student to test two consecutive days beginning with semester "A" and ending with semester "B".
- 5) The District Testing Coordinator will:
 - a. If paper: will inventory and distribute exams ordered to the CBE Campus Coordinator and the CBE Campus Coordinator will sign for the exams. Upon arrival at the campus, exams should be housed in a secure location on the campus until the scheduled assessment day.
 - b. If online: will forward all emails with the pertinent information (manuals, codes, etc.) to the CBE Campus Coordinator with a read receipt.
- 6) When the student scores are delivered/emailed to DTC, the DTC will email the scores to the CBE Campus coordinator or counselor. The campus CBE Coordinator will ensure the scores are added to the student's transcript if they pass OR add the "not passed" in the student records if the student was not successful.

POST ADMINISTRATION: DOCUMENTATION CHECKLIST TO INCLUDE WITH COMPLETE EXAMS WHEN RETURNING TO THE DISTRICT TESTING OFFICE

If the CBE is paper: the CBE Campus Coordinator is responsible for the collection of all CBE exams and answer documents and mailing the documents in the provided UT Return envelope by the last day of the assessment window. Email the DTC "**mailed CBEs and the date**".

Whether the CBE is online or on paper: the Campus CBE Coordinator is responsible for ensuring all documentation is scanned correctly onto the R drive by the Friday after the CBE window closes. See page 22 for the list of documentation. These documents are retained for 5 years.

ASSESSMENT PROCEDURES

1. **CBE Campus Coordinator Testing Room Check Must Be Completed Before The First Test Day.**
 - o If needed, are all computers ready to go? *Get with technology to ensure the updated version is downloaded.*
 - o Are all headphones (equipped with microphones) in good working order?
 - o Is the room well-lighted and comfortable?
 - o Are all instructional materials on the walls and bulletin boards covered?
2. **Proctors must check-out exams before students arrive.** The process includes:
 - o Verify each exam using the **Student Roster/Attendance Record**.
 - o Once verified, sign exams out using the **Campus CBE Secure Material Control Form**.
 - o Before leaving the staging room, Proctors are required to sign each **Confidential Integrity Agreement** included with each individual exam.
3. **Student Arrival/Check-In:**
 - o For Proctors who may or may not personally know the testing students, testers must present a current form of ID with a picture or the Campus CBE Coordinator may confirm the student's identity.
 - o All electronic equipment (Cell Phones, etc.) must be turned off and given to the Proctor prior to the beginning of the test.
 - o Students will complete and sign a "No Cell Phone Form".
 - o Students' Personal Items must be placed at the front of the room.
 - o **Food and/or drinks are not allowed** in the test room.
 - o Proctor should complete the Attendance roster as students arrive.
 - o Proctor posts a copy of the **Attendance Roster** and a **Do Not Disturb – Testing** sign on the outside of the door. Door must be unlocked and closed. Door window must be uncovered.
4. **Exam Distribution:**
 - o The Proctor must present the unopened paper exam and answer document to each student with two #2 sharpened pencils. Scratch paper may be provided and must be collected and returned to UT with the exam. If provided, students must write their full name at the top of each sheet of blank paper provided by the Proctor.
 - o If the exam is online – follow the instructions emailed from the DTC to the Campus CBE Coordinator.
 - o Instruct students to sign the **Examinee's Certification** attached to the exam.
 - o Proctor will provide students with all applicable instructions indicated by UTHS and upon signaling that students may begin, will record the **Start Time on the Student Roster/Attendance form**.
5. **During the Exam:**
 - o The Proctor must actively monitor the testing room. All students must be in full view.
 - o Students are **NOT** allowed to use calculators, cell phones, handheld mini computers, personal digital assistants, or laptop computers **unless authorized by instructions on the exam**.
 - o Students must remain in their seats at all times and are not allowed to talk to other testing students once the exam is started.
 - o Students are not allowed to move the exam from one room to another or remove the exam for any reason. Doing so will automatically result in a failing score.
 - o Students should raise their hand to indicate they have completed their exam. The Proctor will walk to the student and collect all items including pencils.
 - o After the exam and the materials are collected, the Proctor should provide the student with a pass to return to class and dismiss the student.
6. **Post Administration:**
 - Proctors return all exam materials to the Campus CBE Coordinator who will verify all items have been sufficiently returned and sign **IN** the materials on the **CBE Secure Material Control Form**.
 - Proctors must sign the **Certificate of Supervision** on each exam.
7. **If paper exams:** Campus CBE Coordinators are required to mail the exams using the Return Envelope provided by UT by the end of the day on the last day of the testing window.
 - o In addition, all documentation must be scanned to the "R" drive by the Friday after the testing window closes.
8. **Test Results:** UTHS will send electronic notification of student results to the DTC who will notify the CBE Campus Coordinator. Official grade report will follow and is to be placed in each student's confidential record. Parents should be notified of the credit award and/or placement decision by the CBE Campus Coordinator or the Campus Counselor. Be advised that e-mail notification from the University of Texas @ Austin with the student's results **does not constitute an official record**. **Credit award and placement decisions will be made based on board polices EHDB and EHDC.**



Credit by Exam Formats: Grades K-12

- Online Exam with Remote Online Proctoring (Proctorio)
- Print Exam with District Proctoring
- Online Grading of Paper Exam Available (only for exams without instructor-grade portions)
- Online Exam with District Proctoring (Proctorio Secure Browser)

Exam for Grades K-8	Exams for Grades 9-12 (Continued...)
Kindergarten	Health & Physical Education
Math	Health 1, One Semester
Social Studies	Lifetime Fitness and Wellness Pursuits A, One Semester
Language Arts	Lifetime Fitness and Wellness Pursuits B, One Semester
Science	Languages Other Than English
1st Grade	French 1, First Semester
Math	French 1, Second Semester
Social Studies	French 2, First Semester
Language Arts	French 2, Second Semester
Science	German 1, First Semester
2nd Grade	German 1, Second Semester
Math	German 2, First Semester
Social Studies	German 2, Second Semester
Language Arts	Japanese 1, Full Year
Science	Japanese 2, Full Year
3rd Grade	Korean 1, Full Year
Math	Korean 2, Full Year
Social Studies	Malayalam 1, First Semester
Language Arts	Malayalam 1, Second Semester
Science	Malayalam 2, First Semester
4th Grade	Malayalam 2, Second Semester
Math	Mandarin Chinese 1, Simplified or Traditional, Full Year
Social Studies	Mandarin Chinese 2, Simplified or Traditional, Full Year
Language Arts	Spanish 1, First Semester
Science	Spanish 1, Second Semester
5th Grade	Spanish 2, First Semester
Math	Spanish 2, Second Semester
Social Studies	Spanish 3, First Semester
Language Arts	Spanish 3, Second Semester
Science	Vietnamese 1, First Semester
6th Grade	Vietnamese 1, Second Semester
Math	Vietnamese 2, First Semester
Social Studies	Vietnamese 2, Second Semester
Language Arts	Mathematics
Science	Algebra 1, First Semester
7th Grade	Algebra 1, Second Semester
Math	Geometry, First Semester
Social Studies	Geometry, Second Semester
Language Arts	Algebra 2, First Semester
Science	Algebra 2, Second Semester
8th Grade	Pre-Calculus, First Semester
Math	Pre-Calculus, Second Semester
Social Studies	Science
Language Arts	Integrated Physics & Chemistry, First Semester
Science	Integrated Physics & Chemistry, Second Semester
Exams for Grades 9-12	Biology, First Semester
Career & Technology	Biology, Second Semester
Business Information Management, First Semester	Chemistry, First Semester
Business Information Management, Second Semester	Chemistry, Second Semester
English Language Arts	Physics, First Semester
English 1, First Semester	Physics, Second Semester
English 1, Second Semester	Environmental Systems, First Semester
English 2, First Semester	Environmental Systems, Second Semester
English 2, Second Semester	Social Studies & Economics
English 3, First Semester	World Geography Studies, First Semester
English 3, Second Semester	World Geography Studies, Second Semester
English 4, First Semester	World History Studies, First Semester
English 4, Second Semester	World History Studies, Second Semester
Fine Arts & Speech	U.S. History, First Semester
Art 1, First Semester	U.S. History, Second Semester
Art 1, Second Semester	U.S. Government, One Semester
Communication Applications, One Semester	Economics, One Semester



THE STUDENT APPLICATION PROCESS

COMPLETING THE APPLICATION PROCESS & MEETING THE ORDER DEADLINE

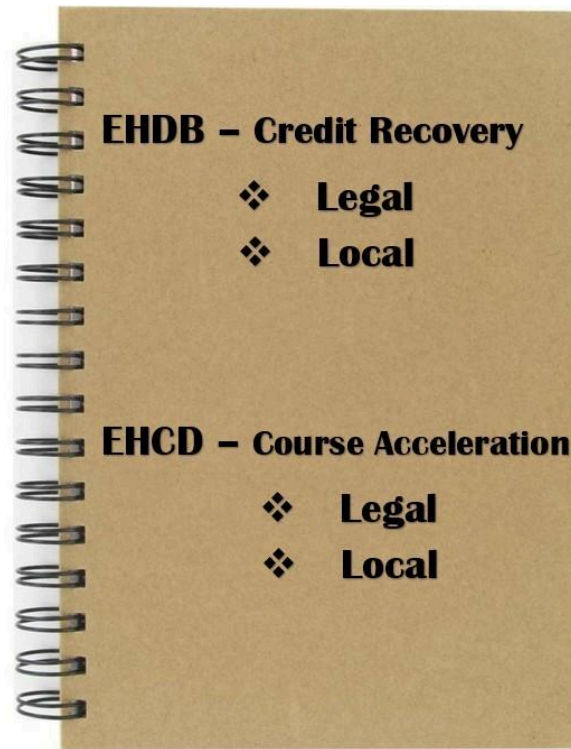
The best way to discover students on your campus that would benefit from taking a Credit by Exam is through collaboration with the campus administration and faculty. When ready to begin the application process, the following information provides a step-by-step process for successful exam enrollment.

1. Select Exam Session
2. List CBE – Course Subject & Semester (Students are limited to one subject – two semesters for one whole credit per session.)
3. **BEFORE** meeting with the student to discuss taking a Credit by Exam, a section titled ***Administrative Verification & Approval*** must be completed by **BOTH** the Campus Counselor and Principal. It is **very important** for the counselor and principal to review the student's official transcript, class schedule for the current year, course grades, and attendance records when verifying a student's qualifications for taking the exam. **This section must be completed before approaching the student.**

If the student or the student's parent(s)/guardian(s) initiated the request, the CBE Campus Coordinator should explain the process of determining a student's qualifications.

4. ***Student Acceptance & Parent/Guardian Permission*** – Student and parent/guardian commitment is a key element in successfully fulfilling the purpose for offering students the opportunity for acceleration or credit recovery. When presenting the application for the student's signature, the CBE Campus Coordinator must provide the student with a hard copy of the Course Study Guide. Answer any questions the student might have and then ask the student to take the application home for their parent or guardian to sign. Remind the student of the deadline for returning the signed application. For students who are taking the CBE for the purpose of Credit Recovery, let them know the total fee amount due when the application is returned for submission. Applications received after the deadline will need to be processed for a later test session.
5. The CBE Campus Coordinator must carefully check each application to make sure all information is complete, correct and legible. All applications are to be scanned to the DTC no later than 4 PM on the published "Campus Deadline." Scan a copy of the application to the R drive.
6. CBE Campus Coordinator will complete the student demographics information on the Google Sheet before emailing the application into the DTC.
7. Hints for Success:
 - A. Call the Parent/Guardian to discuss any questions they may have about the Credit by Exam program.
 - B. Physically find the student the following day to collect the application or see if they have additional
 - C. One week before the exam week, check-in with all the testing students to ensure they remember they are testing.

Elgin I.S.D.



BOARD POLICIES

Kindergarten– Grade 5

With board approval, a district shall develop or purchase examinations for acceleration that thoroughly test the essential knowledge and skills for each primary school grade level and for credit for secondary school academic subjects. A district shall develop procedures for kindergarten acceleration that are approved by the board.

A district shall accelerate a student in grades 1–5 one grade level if the student meets the following requirements:

1. The student scores 80 percent or above on a criterion-referenced test for the grade level to be skipped in each of the following areas: language arts, mathematics, science, and social studies;
2. A district representative recommends that the student be accelerated; and
3. The student’s parent or guardian gives written approval of the acceleration.

A district shall give a student in grades 6–12 credit for an academic subject in which the student has received no prior instruction if the student scores:

1. A three or higher on a College Board advanced placement examination that has been approved by the board for the applicable course;
2. A scaled score of 50 or higher on an examination administered through the College-Level Examination Program (CLEP) and approved by the board for the applicable course; or
3. Eighty percent or above on any other criterion-referenced test approved by the board for the applicable course.

If a student is given credit in a subject on the basis of an examination on which the student scored 80 percent or higher, a district shall enter the examination score on the student’s transcript and the student is not required to take an end-of-course (EOC) assessment instrument under Education Code 39.023(c) for the course.

Board-Approved Examinations

The board shall approve for each high school course, to the extent available, at least four examinations that shall include College Board advanced placement examinations and examinations administered through CLEP.

The examinations may be developed by Texas Tech University, The University of Texas at Austin, the school district, or another entity. If

using a district-developed examination or an examination developed by another entity, prior to the first administration, a district must certify that the examination:

1. Covers all assessable Texas essential knowledge and skills for the course;
2. Has not been published and is not publicly available;
3. Will only be administered in a secure environment under standardized conditions by a school district or institution of higher education;
4. Has been externally validated;
5. Is equivalent to state level EOC assessment instruments in terms of content coverage, item difficulty, and technical quality;
6. Yields comparable results for all subgroups; and
7. If for a course that has a state level EOC assessment instrument, is validated against the applicable EOC assessment. For a course that is validated for this purpose, a school district must make public:
 - a. The test development process; and
 - b. The results of the validation efforts.

District-developed examinations for courses that do not have an EOC assessment shall meet all validation requirements at items 1– 7 above no later than the 2018–19 school year for each examination offered for credit.

Examinations developed by Texas Tech University and The University of Texas at Austin for courses that do not have a state EOC assessment shall meet all requirements at items 1–7 above not later than the 2018–19 school year for each of its examinations offered for credit.

An EOC assessment administered under Education Code 39.023(c) cannot be used for purposes of credit by examination.

A district shall administer each exam approved by the board not fewer than four times each year. A district must provide windows to test between January 1 and March 31, April 1 and June 30, July 1 and September 30, and October 1 and December 31, unless the exam's administration date is established by an entity other than the district. The days need not be consecutive but shall be designed to meet the needs of all students. The dates must be publicized in the community.

Annual Administration

Students Who Are Homeless or in Substitute Care

Limitations on Taking Examinations

Fees

A district may allow a student to accelerate at a time other than those described above by developing a cost-free option approved by the board that allows students to demonstrate academic achievement or proficiency in a subject or grade level.

A district shall provide opportunities for a student who is homeless or in substitute care who transfers to the district after the start of the school year to be administered credit by examination at any point during the school year.

A student may not attempt to earn credit by examination for a specific high school course more than two times.

If a student fails to earn credit by examination for a specific high school course before the beginning of the school year in which the student would ordinarily be required to enroll in that course in accordance with the district's prescribed course sequence, the student must satisfactorily complete the course to receive credit for the course.

A district shall not charge for examinations for acceleration. If a parent requests an alternative examination, the district may administer and recognize results of a test purchased by the parent or student from Texas Tech University or the University of Texas at Austin.

Education Code 28.023; 19 TAC 74.24, 101.3021(c)

Examinations for Acceleration or Course Credit

Kindergarten Acceleration

If a student in grades 1–12 wishes to accelerate to the next grade level or earn course credit without having received prior instruction in the grade level or course, the District shall offer opportunities in accordance with state law and State Board rules for the student to take a Board-approved examination for this purpose.

In accordance with State Board rules, the Board shall approve procedures developed by the Superintendent or designee to allow a child who is five years old at the beginning of the school year to be assigned initially to grade 1 rather than kindergarten. Criteria for acceleration may include:

1. Scores on readiness tests or achievement tests that may be administered by appropriate District personnel.
2. Recommendation of the kindergarten or preschool the student has attended.
3. Chronological age and observed social and emotional development of the student.
4. Other criteria deemed appropriate by the principal and Superintendent.

Grades 6–12

In accordance with local policy, a student in any of grades 6–12 may be given credit for an academic subject in which he or she had some prior instruction if the student scores 70 percent on a criterion-referenced test approved by the Board for the applicable course. 19 TAC 74.24(c)(9)

Elgin ISD
011902
ALTERNATIVE METHODS FOR LEARNING CREDIT
EHDC CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION
(LOCAL)

The principal or designee or the attendance committee, as applicable, shall have authority to offer a student the opportunity to demonstrate mastery in a subject or to earn course credit by examination when the student has had prior instruction in a subject and when:

1. The student is enrolling in the District from a non-accredited school [see FD];
2. The student has failed a subject or course; or
3. The student has earned a passing grade in a subject or course but has failed to earn credit or a final grade because of excessive absences [see FEC].

The Board-approved examinations shall assess the student's mastery of the essential knowledge and skills and shall be administered according to established District procedures.

Prior to offering a student an opportunity to demonstrate mastery or earn credit by this method, an appropriate District employee shall review the student's educational records to determine whether the student has had prior instruction in the subject or course.

E

ADMINISTRATIVE FORMS





Campus Name: _____

CAMPUS RECORDS CREDIT BY EXAM

Required Documentation

Will be housed on the “R” Drive for 5 yrs.

Folder Name	ITEM DESCRIPTION
Training	<ul style="list-style-type: none"> ● Proctor/Test Administrator Training Handouts & Sign-In Sheet <i>(staff not trained by DTC)</i>
Training	<ul style="list-style-type: none"> ● Proctor/Test Administrator Oath <i>(staff not trained by DTC)</i>
Administration	<ul style="list-style-type: none"> ● Student completed application
Administration	<ul style="list-style-type: none"> ● Secure Materials Control form
Administration	<ul style="list-style-type: none"> ● Student Phone OATH (EISD)
Administration	<ul style="list-style-type: none"> ● Administration Student Roster/Attendance/Sign in (EISD)
Administration	<ul style="list-style-type: none"> ● “NO-SHOW” Documentation (If applicable) (EISD)
Administration	<ul style="list-style-type: none"> ● CBE Testing Incident Report/documentation (If applicable) (EISD)
Administration	<ul style="list-style-type: none"> ● Student Scores returned by UT & Fast scoring by DTC (EISD)



Elgin ISD
Credit By
Exam

Oath of Test Security and Confidentiality for
Campus CBE Coordinators & Exam Proctors

I do hereby certify, warrant, and affirm that I will fully comply with all the requirements governing the Credit by Exam (CBE) Program and do hereby certify the following:

(Initial each statement below)

_____ I have received training in test security and general testing procedures;

_____ I am aware of my obligations concerning the proper administration of each assessment;

_____ I do hereby affirm that I will fully comply with all the requirements governing the Credit by Exam Program;

_____ I do hereby affirm that I will report any suspected violations of test security or confidentiality to the District Assessment Coordinator;

_____ I do hereby further certify that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

Signature of CBE Coordinator/ Exam Proctor

Printed name

Campus Name

Date



Campus CBE Secure Material Control Form
(Campus CBE Coordinator will complete if using staff to administer exams who hasn't been trained by DTC)

Date: _____

Campus:				Campus CBE Coordinator:				
STUDENT NAME		Local ID#	D.O.B. MM/DD/YY	9-Diget Assigned Number	Course Exam Name	Exam Number	Test Administrator initials OUT/ CBE Coordinator Initials IN	
Last Name	First Name						OUT	IN

The signature below indicates that the above listed CBEs and all paperwork was returned to the Campus CBE Coordinator.

CBE Campus Coordinator (Printed Name)	CBE Campus Coordinator Signature	Date



No Cell Phone Form

STUDENT: (PLEASE PRINT) _____ ID: _____

CBE PROCTOR: _____ DATE: _____

- I turned off and turned in all electronic devices including my cell phone to the testing administrator.
- I DO NOT** have any electronic devices including a cell phone to hand over.



I understand I **cannot use** any unauthorized electronic device or cell phone in the testing zone to include the hallways and restroom located in the building. I also realize that if any electronic device including a cell phone is found on me or is used during the duration of the test session, the items will be confiscated and placed in the main office vault and my parent/guardian will be notified and required to pick-up the equipment from the school administration. I also know that keeping and or using any type of electronic device that is not authorized during a **Credit by Exam** **will invalidate my test results.**

Student Signature

Date



CBE Incident Report Documentation

Exam Date	Student name	Grade	CBE Subject	Description of incident	Date DTC notified	Date Principal notified	Date Parent notified	Proctor statement attached

Include the following with this completed form when turning it into the DTC:

- a typed, dated, and signed statement from the proctor
- brief description of the incident and how it was resolved

All of this documentation should be scanned to the R drive and kep