

FAQ: Credit by Exam (CBE) without Prior Instruction for High School Credit Courses 2024 - 2025

Disclaimer: This document contains frequently asked questions, not every potential scenario is covered. For additional guidance, contact your campus CBE coordinator or counselor.

What is Credit by Exam?

Credit by Exam/Exam for Acceleration provides an opportunity to earn grade level or course credit in which no prior formal instruction was completed. Credit by Exam is designed for a very small percentage of students who have an academic and emotional need to advance a course. Credit by Exam is not designed for grade level recovery from being retained in a previous grade level.

Can my student attempt to accelerate through several courses at one time?

Students must earn credit for one course as a prerequisite to attempt Credit by Exam for the next course. For example, a student must earn credit for Spanish I either by CBE or course completion before he/she can attempt the CBE for Spanish II. Only one CBE may be taken during each administration.

What are the eligibility requirements for a student to register for Credit by Exam?

Students must be enrolled in a Klein ISD school and have not taken the course in which they are attempting acceleration.

What is the registration process?

The campus CBE coordinator or counselor must sign the registration form to verify the student's grade level and eligibility for either a Klein ISD proctored exam or one proctored by Lone Star College outside of the scheduled test administrations.

What are the registration and testing dates for Credit by Exam for this school year?

Credit by Exam Dates

Klein ISD will offer four CBE test administrations. Campuses determine the specific testing date within the testing window. Please contact your school counselor. Applications must be submitted to your counselor by the end of the school day on the date of the application deadline.

Where is the testing site location, address and required arrival time for testing?

Testing sites will be based on the student's home campus and campus availability. Students should arrive at the testing location 15 minutes prior to the start time.

How can my student study or prepare for the Credit by Exam?

Review materials may be found at [The University of Texas UT High School study guide webpage](#) and [Texas Tech Credit by Exam Review Sheets webpage](#). Obtaining student textbooks referenced in the study materials is the sole responsibility of the student and parent.

What should my student bring to testing?

Refer to the study guide online at [The University of Texas UT High School study guide webpage](#) and [Texas Tech Credit by Exam Review Sheets webpage](#) for additional materials needed.

All students taking a foreign language exam are provided headphones for the listening and speaking component of testing.

Students should bring a graphing calculator for mathematics exams when allowed. Review [The University of Texas UT High School study guide webpage](#) for more information.

When will we receive the Credit by Exam results?

Counselors will notify parents and/or students of test results approximately 4-6 weeks after testing. Hard copies via US Mail will only be provided on request.

What is the Credit by Exam score requirement to be awarded course credit?

High school students must take an exam for each semester of an academic course they wish to skip and earn 80 percent or above on both exams to receive credit for the full year.

Legislation requires that if students successfully earn credit by CBE, the student's CBE score must appear on the student's transcript. No grade points are awarded for grades earned through CBE; therefore, scores will have no impact on calculations of GPA and class rank.

If my student does not score the minimum 80%, will the score be recorded on the student transcript?

Scores below 80% will not be recorded on the student's permanent transcript.

If my student does not score the minimum 80%, can they retake the exam?

Retesting is not available.

After my student has taken the Credit by Exam, can I review the exam questions for further study?

The Klein ISD will not allow the release of any secure CBE assessments.

Are the tests administered on paper or online?

The University of Texas offers many CBE exams in both paper and online format. Depending upon available technology/facility resources and the availability of an online version, Klein ISD will administer CBE exams online to students attempting courses in high school.

What are the exceptions for an excused absence from testing?

It is imperative that you notify your campus counselor as soon as possible if you believe you have an excused absence from testing. If a student does not have an excused absence from testing, the student will not be allowed to take CBE without prior instruction for the remainder of the school year.

If my student is unable to test on the dates listed, can my student take the test on a different day?

Klein ISD will strictly adhere to the scheduled testing dates. If students are unable to test on these dates, parents may purchase the tests directly from the University of Texas (UT) and the student will take the CBE at a Klein ISD approved testing site. The Klein ISD approved testing sites are listed below.

- Lone Star College University Park. Contact information 281-401-5314 for times and fees.
- Lone Star College Tomball. Contact information 832-559-4245 for times and fees.

Students should pick up a University of Texas individual registration form from their school counselor, fill out the form completely and submit to the proctor located at Lone Star College for approval. Age restrictions may apply. Once approved by Lone Star, the student will return the form to the school counselor for approval (approval means the counselor signature is in the appropriate location on the UT registration form), who will then verify its completion and return it to the student for ordering. The student may then fax the registration form to the University of Texas.

Can my student use a testing center or proctor from another organization?

The following are **unacceptable** testing sites: municipal libraries, tutoring centers, learning centers, residential homes, churches.

The following are **unacceptable** proctors: tutors, uncertified teachers and other school personnel, instructors, professors, family members, friends or others with a personal connection to the student.

For additional guidance, contact your campus CBE coordinator or counselor.

Are there provisions for students who are homeless or in substitute care?

Yes, students classified homeless or in substitute care who transfer to the district after the start of the school year shall be provided an opportunity to be administered credit by exam at any point during the school year. Credit shall be awarded proportionately to a student who successfully completed only one semester of a two-semester course.

If students take an Advanced Placement (AP) and College-Level Examination Program (CLEP) test instead of the UT/TT exam to earn credit by exam, how will the scores be applied to their transcript?

- College Board Advanced Placement exam: Passing score 3 or higher. Score conversion to grade on transcript is as follows.
 - AP Score 3 = grade 85
 - AP Score 4 = grade 90
 - AP Score 5 = grade 95

- CLEP Exam: Passing score of 50 or higher. Score conversion to grade on transcript is as follows.
 - CLEP Score 50 = grade 85
 - CLEP Score 60 = grade 90
 - CLEP Score 70 = grade 95
 - CLEP Score 80 = grade 100

Visit the [College Board AP students webpage](#) and your campus counselor for more information regarding AP or CLEP testing.