

# ADMINISTRATIVE REGULATION

No.213(a)

## Board of Trustees Douglas County School District

## PROGRAM

### CREDIT BY EXAM – CBE

This Administrative Regulation shall describe and define protocols related to Credit by Exam (CBE). CBE provides an opportunity to earn credits in which no prior formal instruction was completed during high school. CBE is designed for students in unique circumstances who have met with their counselor and the decision has been made that they have an academic and emotional need to advance a course or to align with their cohort.

This Administrative Procedure complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:

1. Chapter 389 - Academics and Textbooks
  - a. [NRS 389.171](#), Credit granted for performance on examination in lieu of course attendance; and
  - b. [NAC 389.670](#), Credit granted for performance on examination in lieu of course attendance.

### **Procedure:**

1. CBEs in Mathematics, English, Science, Social Studies, World Languages, and Health will be available from a student's high school.
2. CBE is only offered to students enrolled in a Douglas County School District high school. CBE gives the high school student an opportunity to demonstrate proficiency in a subject without enrolling in the course.
  - a. CBE can only be taken for original credit. If the student has taken the course for credit or earned credit in the course, they cannot do a CBE.
  - b. CBE may not be counted toward the minimum load requirement.
  - c. CBE will be considered internal credit.
  - d. CBEs are not considered Honors or AP credit.
  - e. Students may only take any course or language CBE one time per semester and a total of two times in their high school career (retest during different semesters; maximum two attempts).
  - f. Students who fail a CBE must take the entire CBE (retest), not just the portion they failed, on all additional CBE attempts.

# ADMINISTRATIVE REGULATION

No.213(a)

## Board of Trustees Douglas County School District

## PROGRAM

3. CBEs will be administered as follows:
  - a. CBEs in Mathematics, English, Science, Social Studies and Health will be administered through the DCSD approved OLC system or a current course final approved by the department and administration. CBEs may include constructed response or essay items administered separately that must be scored by a teacher licensed in that subject area. If the CBE includes a constructed response or essay item, the score must be posted and figured into the overall exam at the percentage specified in the system being used for the CBE;
  - b. World Language CBEs will be administered through ACTFL Assessment of Performance Toward Proficiency in Languages (AAPPL) using Form A.
4. Schools will collect \$50 for all CBE tests. Money collected from CBE administration will be put into an activity account at the school site and used exclusively to pay for the ACTFL exams and pay teacher stipends for exam proctoring and grading.
5. Administration Procedures: Test Security and an Appropriate Testing Environment
  - a. All exams will be proctored. Exam proctors must be Nevada licensed educational personnel (i.e., certified teacher, counselor, school administrator) employed by the District and must complete training in test administration and test security
  - b. Terms and conditions for taking a CBE are consistent with those for other national, state and district high-stakes assessments.
  - c. Students must agree to follow all test security and administration policies and procedures. Access to non-permissible materials or tools including all electronic devices (e.g., calculator), academic or other notes, the Internet and other computer programs is prohibited.
  - d. Translation of any test material into other languages is prohibited. Except for world language assessments, all tests are administered in English only.
  - e. Exams must be completed within a single supervised session and all testing materials, including scratch paper, must be returned to the test administrator before a student is allowed to leave the testing area.

# ADMINISTRATIVE REGULATION

No.213(a)

## Board of Trustees Douglas County School District

## PROGRAM

- f. Breaks should be discouraged and must be supervised.
6. No high school credit may be earned prior to promotion to 9th grade. Only students enrolled in a District high school may take CBEs. Students are considered to be promoted to 9th grade if they have met the attendance and credit requirements for promotion. The date of promotion is the last day of the school year.
  7. Earning Credit:
    - a. National Collegiate Athletic Association (NCAA) will not accept credit by exam courses (CBE) for core requirements; and
    - b. Individual colleges and universities may not accept CBE to meet the requirements for high school graduation or entry into college. It is the student's responsibility to research college admission requirements.
  8. Documentation:
    - a. Credits are posted as a P for Passing. Failed tests will not be posted to the student's transcript.
    - b. Counselors must complete Permission to Take CBE Form verifying student eligibility to take a CBE prior to the student taking a CBE.
    - c. An official printout of the CBE score for a student must be attached to the Permission to Take CBE Administrative Form and submitted to the Registrar's office. If the CBE includes an essay, the graded essay must also be attached. The registrar will add the grade to the student's transcript and file the form.
    - d. CBE results will be posted to the transcript using the appropriate semester course numbers, course titles, and .5 credit for each, if earned. World Language CBEs will be given 1 credit for each level 1 or level 2, if earned.
    - e. Honors, AP, and IB weighting, and designations are not allowed for CBEs. Only accrued credit from an approved credit by exam are recorded as a CBE course on a student's transcript.

# ADMINISTRATIVE REGULATION

No.213(a)

## Board of Trustees Douglas County School District

## PROGRAM

9. Scoring:

- a. The cut score for Math, Science, Social Studies, Computer Literacy, and Health CBEs is 70%. Rounding is not allowed. No exceptions will be granted.
- b. Cut scores for World Language CBEs:
  - i. The AAPPL results are broken down into four categories:
    1. Interpersonal Listening and Speaking
    2. Interpretive Reading
    3. Interpretive Listening
    4. Presentational Writing

For a student to earn credit, they will need the following scores in all categories:

Course	Score
Level 1 Language	N3
Level 2 Language	I1
Heritage Language 1	I2
Heritage Language 2	I4

10. Students who take an Advanced Placement exam and do not take the associated course may apply for CBE credit if their score is a 3, 4, or 5.

Adopted: 2/27/2025  
Revised: