

ADMINISTRATIVE REGULATION

No. 213(b)

**Board of Trustees
Douglas County School District**

PROGRAM

Mastery Exams (after class has been failed):

PROCEDURES FOR MASTERY EXAM

1. Nevada Revised Statutes (NRS) 389.171 allows students who have taken a course and failed the course to take a mastery exam to recover the lost credit. (NAC) 3889.670 outlines the specifics for implementation of this statute.
 - a. The initial full course attempt that necessitated credit recovery is not removed from the transcript. The F will be replaced with "RP" per AR 513 once the mastery exam is passed.
 - b. Requires 20 hours of targeted remediation prior to attempting the mastery exam. The teacher determines the assignments and materials required for remediation and pre-assessments should be utilized. An OLC option may be used.
 - c. Grading: A minimum score of 70% must be achieved to earn credit through the mastery exam. If the student does not earn a passing score, a second attempt can occur after additional appropriate remediation. The mastery exam for the course in which the student is attempting to earn credit can only be attempted twice. Students take the full mastery exam on the second and final attempt, not just the portion that the student failed on the first attempt.
 - d. Students who elect to pursue credit through Mastery Exams must complete the mastery exam procedure within 1 school year (not more than 365 calendar-days) after the end of the course in which the failing grade was earned.
 - e. Transcript: If the student earns the passing score, the student does not earn a letter grade but the course is listed on the transcript by course title, 0.5 credit earned, and with the appropriate district-approved designation of "Pass" or "Met." If the student fails the mastery exam on both attempts, or does not attempt the exam, the course is entered on the transcript with the course name, no credit earned, and with the appropriate district-approved designation of "NG: No Grade."
 - f. Test Security: All students are expected to test under regular conditions. Accommodations for students with a special education IEP or 504 Plan should be coordinated and implemented. Students must be supervised throughout their testing session by district employed licensed educational personnel (i.e. certified teacher, counselor, site administrator). Student assessment norms for taking a Mastery Exam are consistent with those for other national, state and district high-stakes assessments. Translation of any test material to another language is prohibited. Any form of cheating must be reported and will result in an invalidation of the student's test along with other appropriate consequences, and may result in a lost opportunity to pursue credit by mastery exam. Exams must

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be completed within a single 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.

g. A Mastery Exam may not be counted toward the minimum load requirement.