



## PERMISSION TO TAKE A MASTERY EXAM

Attempt 1       Attempt 2

Student Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

School Name: \_\_\_\_\_ Counselor: \_\_\_\_\_

Course Name and Number for Mastery Exam: \_\_\_\_\_

Students must earn a 70% or higher to earn credit through a mastery exam. Both attempts must be completed within a calendar year of failing the course.

Student signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

To be initialed by Counselor:

\_\_\_\_ The student was enrolled in and failed the course listed above.

\_\_\_\_ The student meets the full academic load requirement without the Mastery Exam.

\_\_\_\_ Has the student previously attempted this Mastery Exam? \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Admin Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Credit By Exam Results:** To be completed after the exam is administered.

Test Date: \_\_\_\_\_ Final Grade %: \_\_\_\_\_ Administration Site: \_\_\_\_\_

Name of Certified Test Administrator: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Essay grader (if applicable): \_\_\_\_\_ Title: \_\_\_\_\_

Date registrar posted on transcript: \_\_\_\_\_ Signature: \_\_\_\_\_

- 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
- 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."

A print out of the student's score as documented in the selected testing platform must be printed and attached to this form. If the exam includes an essay, the graded essay must also be attached. These documents are to be stored in the students cumulative file.

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