

# High School Credit by Assessment

Credit by Assessment is a process by which students may demonstrate proficiency in the standards of a course in order to earn credit for that course. High school students may request Credit by Assessment for any grade 9-12 course currently offered by completing an application.

For Credit by Assessment requests, the school will administer assessments that address the most essential standards included in the course. The format may include a formal written test, performance-based assessment, demonstration of skills, interview, presentation, portfolio, etc. For year-long courses, there may be separate assessments for each trimester or the assessment(s) may be cumulative and cover all trimesters.

A score of 80% or higher on the assessment(s) will grant the student credit for the course. A passing notation of P will be marked on their transcript.

## ***Student responsibilities:***

1. A student must submit an application for credit by assessment **by the end of trimester 2 for the upcoming fall trimester, and by the end of trimester 3 for the upcoming spring trimester (of the following school year)**. Applications will be available through the Gifted and Talented Coordinator at District Center and students should return their application to the Gifted and Talented Coordinator.
2. The student will have a maximum of four hours for the assessment(s) and must complete all portions of the assessment(s). During the assessment, the student may request clarification of items or project instructions from the assessment proctor. If the student does not complete the entire assessment during the designated time, the student will not receive credit.
3. A student with an IEP or 504 plan will receive necessary accommodations, per their plans.

## ***School responsibilities:***

1. The application will be made available from the Gifted and Talented Coordinator; applications will then be forwarded to the principal.
2. The school will provide the student with a course syllabus to help prepare for the assessment(s).
3. A teacher of the course will submit the end of course assessment(s) for review. A team composed of a teacher of the course, curriculum or building leader, principal or principal's designee, along with additional members as necessary, will confirm the assessment or set of assessments. Modifications, additions or deletions may be made to an assessment to ensure the essential standards for the course constitute the focus of the assessment.
4. Teachers will be compensated for time outside their normal duty day spent modifying, proctoring and/or evaluating the assessment.
5. The proctor of the assessment(s) will score the assessment(s) and report the scores to the team identified above in step 3.
6. The team identified in step 3 will evaluate the scored assessment(s) and will inform the student

of the result. The decision of the team is final.

## High School Credit By Assessment Application Form

### Section I. To be completed by the student

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_

Date \_\_\_\_\_

Counselor: \_\_\_\_\_

I am requesting credit by assessment for the following course: \_\_\_\_\_

I believe that I qualify for credit because (include a brief explanation): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student signature \_\_\_\_\_

Date \_\_\_\_\_

### Section II. To be completed by parent/guardian

I have reviewed the application and procedures for receiving credit by assessment. I grant permission to proceed for the above-named course.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

### Section III. To be completed by the district Gifted and Talented Coordinator

Gifted and Talented Coordinator's signature \_\_\_\_\_

Date received \_\_\_\_\_

### Section IV. To be completed by the school's credit by assessment team

Principal's signature \_\_\_\_\_

Date received \_\_\_\_\_

Assessment(s) required: \_\_\_\_\_

Student completed the process within the timeframe Yes No Student

produced high-quality work at or above 80% level Yes No Credit successfully

earned Yes No

Administrator's signature \_\_\_\_\_ Building /  
curriculum leader's signature \_\_\_\_\_ Additional  
teachers' signatures \_\_\_\_\_

Date the student was notified \_\_\_\_\_