

ADMINISTRATIVE REGULATION

No. 213

Board of Trustees Douglas County School District

PROGRAM

CREDIT BY EXAMINATION (CBE)

1. Purpose and legal authority

This Administrative Regulation implements Board Policy 213 – Credit by Examination and establishes procedures for awarding high school credit based on demonstrated mastery in lieu of course attendance.

Credit by Examination shall be administered in accordance with NRS 389.171 and NAC 389.670, as amended.

2. Definitions

For purposes of this Regulation:

- **Credit by Examination (CBE):** An opportunity for an eligible pupil to earn credit for a specific course of study by achieving a passing score on an approved examination without attending the regularly scheduled classes for that course.
- **Eligible pupil:** A pupil who is regularly enrolled in a Douglas County School District high school and who meets the eligibility requirements in Section 4 of this Regulation.
- **Approved CBE course list:** The list of courses of study prescribed by the Board of Trustees for which a pupil may be granted credit by examination pursuant to NAC 389.670(2).
- **CBE Committee:** A committee of teachers and administrators designated by the Superintendent to select, review, and recommend examinations and minimum scores consistent with NAC 389.670(3).

3. Roles and responsibilities

Board of Trustees:

- Adopts Policy 213 and approves the list of courses eligible for CBE, as recommended by the Superintendent.

Superintendent or designee:

- Establishes and maintains this Regulation and related documents, including the CBE application form, timelines, and procedures.
- Appoints the CBE Committee as required by NAC 389.670(3).

CBE Committee:

- Selects or reviews examinations for each approved CBE course based on state content and performance standards and district curriculum.
- Recommends minimum passing scores for Board-approved CBEs consistent with NAC 389.670(3)(d).

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School principals or designees:

- Inform pupils and parents/guardians of CBE opportunities and timelines.
- Ensure proper administration, security, and documentation of CBEs.

Counselors:

- Advise pupils and families regarding the impact of CBE on graduation plans, sequencing of courses, and postsecondary admission considerations.

4. Eligibility

4.1 General eligibility

- CBEs are available only to pupils who are:
- Enrolled in a Douglas County School District high school at the time of application; and
- Seeking credit in a course listed on the Board-approved CBE course list.

4.2 Prior completion of course

- A pupil may not use a CBE to earn initial credit for a course the pupil has already successfully completed for high school credit.
- If permitted by a separate regulation (e.g., mastery exam for credit recovery), a pupil who has failed a course may take a different mastery examination for credit recovery, consistent with NRS 389.171 and the applicable regulation.

4.3 Grade level and prerequisites

- The Superintendent or designee may establish additional eligibility criteria by course (such as minimum grade level or prerequisites) in the CBE guidance documents, consistent with course rigor and state standards.

5. Courses eligible for CBE

5.1 Board-approved list

- The Board of Trustees shall prescribe the specific courses of study for which a pupil may be granted credit without attending the regularly scheduled classes pursuant to NRS 389.171 and NAC 389.670(2).
- The Board-approved list shall, at a minimum, be consistent with NAC 389.670(2), which includes, without limitation, Algebra I, Algebra II, geometry, trigonometry,

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computer literacy, English I–IV, principles of science, life science, physical science, health, United States history, world history, United States government, sociology, and world languages.

5.2 Publication of list

- The Superintendent or designee shall:
- Maintain the current approved CBE course list; and
- Make the list available to school counselors, pupils, and parents/guardians via district publications and the district website, as required by NAC 389.670(2).

6. Application and timelines

6.1 Application form

- The District shall use a standardized CBE application form that complies with NAC 389.670(1), including required pupil information and the specific course for which credit is sought.

6.2 Submission process

- Pupils or their parents/guardians must submit a completed CBE application to the school counselor or designated site administrator by the published deadline for each testing window.
- Applications submitted after the deadline may be deferred to the next available window, absent documented extenuating circumstances.

6.3 Testing windows

- The Superintendent or designee shall establish one or more CBE testing windows each school year (e.g., prior to the start of the school year and mid-year), and shall publish testing dates, sites, and deadlines annually.

7. Examinations and scoring

7.1 Exam selection and development

- For each CBE course, the CBE Committee shall:
- Select an appropriate examination aligned to the Nevada Academic Content Standards and the district curriculum; or

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- Review and approve examinations developed by principals and teachers, consistent with NAC 389.670(3).

7.2 Minimum passing score

- The District shall prescribe a minimum passing score of not less than 70 percent on each CBE, as required by NAC 389.670(3)(d).
- The minimum score shall be established using objective criteria to ensure the pupil demonstrates proficiency in the objectives of the course.

7.3 Administration and test security

- All CBEs shall be proctored by Nevada-licensed educational personnel employed by the District and trained in test administration and security.
- Parents/guardians may not be present in testing rooms while the examination is administered.
- The Superintendent or designee shall adopt procedures to ensure secure storage, handling, administration, and scoring of CBEs.

8. Recording credit and academic effects

8.1 Award of credit

- A pupil who earns at least the prescribed minimum passing score on an approved CBE shall be granted high school credit for the corresponding course without having attended the regularly scheduled classes in that course.

8.2 Transcript notation

- Credits earned by examination shall be recorded on the pupil's official transcript as credit earned through CBE, consistent with district grading and transcript practices.

8.3 Impact on GPA, class rank, and prerequisites

- The Superintendent or designee shall specify, in counseling and CBE guidance documents, whether CBE grades are included in GPA and class rank calculations and how CBE credit satisfies prerequisite or sequencing requirements for subsequent courses.

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8.4 Graduation requirements

- CBE credits shall be applied toward district and state graduation requirements in the same manner as credits earned through course completion, provided the course is part of the pupil's approved graduation plan.

9. Limitations and retesting

- A pupil may attempt a CBE for a specific course no more than the number of times set by the Superintendent or designee (e.g., once per course), which shall be specified in the District's CBE procedures.
- If a pupil does not achieve the minimum passing score, the pupil shall complete the course through regular enrollment or an approved alternative (such as credit recovery), consistent with District policy and state rules.

10. Communication and notice

- Each high school shall annually provide information to pupils and parents/guardians about CBE opportunities, eligibility, application deadlines, and the approved CBE course list.
- Information shall be included in the high school course catalog/guide and posted on the District's website.

11. Records and documentation

- Schools shall maintain documentation for each CBE administration, including:
- The pupil's application;
- Test administration records;
- Scored exam or scoring documentation; and
- Evidence of credit awarded and transcript updates.
- Records shall be retained for at least the minimum period required by district records schedules and state law.

12. Alignment with other regulations

- This Regulation is intended to align with and complement other district governing documents addressing:

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- Credit recovery (e.g., mastery exams after a failed course);
- Graduation requirements and planning; and
- Assessment, testing security, and academic integrity.
- In the event of a conflict between this Regulation and Nevada law, the requirements of NRS 389.171 and NAC 389.670 shall control.

Adopted: 7/16/2026