



Responsible: Office of Academics – Department of Assessment

PURPOSE

This administrative procedure shall describe and define protocols related to Credit by Exam (CBE).

PROCEDURE

1. Effective with the start of the 2015-2016 school year, high schools may elect to offer CBEs in Mathematics, Science, Social Studies and World Languages. The Department of Extended Studies will continue to administer CBEs in these subject areas and also in Computer Lit.
2. CBE is only offered to students enrolled in a WCSD high school. CBE gives the high school student an opportunity to demonstrate proficiency in a subject.
 - a. If the student has already earned credit in the course, CBE is not an option.
 - b. If the student has taken a course and failed it, CBE is not an option (see Administrative Procedure 6406 Recovering Credit through a Mastery Exam).
 - c. CBE may not be counted toward the minimum load requirement.
 - d. Students may not take a CBE in mathematics or science, prior to meeting two criteria:
 - i. Passing all of the required assessments for graduation for each course in that subject area; and
 - ii. Taking the number of required courses for graduation while in high school (3-math, 2-science). Example: If a student has taken the required assessment for graduation in science and has attempted two courses in science, the student would be eligible for a science course CBE.
 - e. Students may only take any CBE one time per semester and a total of two times in their high school career.
 - f. Students who fail a CBE must retake the entire CBE, not just the portion they failed, on all additional CBE attempts.
3. PLEASE NOTE: Students who took a CBE in middle school and did not pass in school year 2011-2012 or prior may retake the CBE once a semester without meeting the above eligibility requirements. There is a fee associated with taking the CBE.

4. PLEASE NOTE: For the transition year 2012-2013, students who took a world language in 7th grade during the 2011-2012 school year were eligible to take the same world language in 8th grade during the 2012-2013 school year and then take the CBE for that world language for high school credit while still enrolled in middle school.
5. CBEs will be administered as follows:
 - a. CBEs in Mathematics, Science and Social Studies will be administered through the A+ system. 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). Schools will need to go online and set up an account with ACTFL in order to purchase exams for students.
 - c. Computer Lit CBEs will only be administered by the Department of Extended Studies.
 - d. A+ Mastery Exams and/or any other part of an A+ course may not be used in place of the A+ CBE. If a student takes any other course but an A+ CBE course, the student must not have CBE on his/her transcript and must not be given credit for a CBE in any fashion.
6. Students will pay \$25.00 per CBE to help defray the cost of paying teachers to proctor the exam. Schools may waive this fee as desired. There is an additional cost for foreign language CBEs assessed by ACTFL that will be charged to students so schools don't have to absorb the cost (making the cost of World Language CBEs \$50.00). Schools will collect \$25 for core subject CBEs and \$50 for World Language CBEs. The money collected will be put into an activity account at the school site. The money will be used to pay for the ACTFL exams and pay teacher stipends.
7. Administration Procedures: Test Security and An Appropriate Testing Environment
 - a. All students are expected to test under regular conditions. Accommodations in test setting, time of day for administration, and screen/print magnification for students with a special education IEP or 504 Plan should be coordinated and communicated well in advance. Other accommodations require advance written District approval, submitted to the Director of

Assessment at least 30 days prior to the planned test date. (Administrative Form: Special Request Accommodation for a CBE/Mastery Exam, 64XXF)

- b. Students must be supervised throughout their testing session by district employed licensed educational personnel (i.e. certified teacher, counselor, administrator).
 - c. Exam proctors must complete training in test administration and test security, including content from the *Primer*.
 - d. Parents or guardians of students who are testing must not be allowed in the testing room.
 - e. Student assessment norms for taking a CBE are consistent with those for other national, state and district high-stakes assessments.
 - f. Test Administrators must adhere to all instructions for a given assessment.
 - g. Translation of any test material to another language is PROHIBITED.
 - h. Students must sign-in and out of the test session and their identity and eligibility for the selected test must be verified.
 - i. Students may not access non-permissible materials or tools including all electronic devices (e.g. calculator), academic or other notes, the Internet and other computer programs.
 - j. Students taking a CBE must be isolated away from other computer lab activities and resources.
 - k. Breaks should be discouraged and must be supervised.
 - l. 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 take a CBE.
 - m. Exams must 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.
8. No high school credit may be earned prior to promotion to 9th grade. Only students enrolled in a WCS D 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 (see Administrative Procedure Promotion to High School). The date of promotion is the last day of the school year.
 9. Courses approved for CBEs are listed in Administrative Procedure 6318, Courses Approved For Credit Through a Credit by Exam.

10. Earning Credit:

- a. Credit earned through CBE will not meet the humanities requirement. This includes World Language CBEs.
- b. NCAA will not accept CBEs for core requirements.
- c. Many colleges and universities do not accept CBE to meet the requirements for high school graduation or entry into college.

11. For documentation purposes:

- a. All CBE results must be posted on the transcript. There are only two grade options "S" or "NM". An "F" or "U" is not a grade option for CBE results. If a student chooses to retake a course after having taken the CBE, the "S" or "NM" mark must be replaced with an "RP" mark. PLEASE NOTE: All attempts on the CBE will be entered on the transcript as (NM or S) by the Registrar at the site where the student tested.
- b. Counselors must complete Administrative Form 6317 Permission To Take CBE verifying student eligibility to take a CBE prior to the student taking a CBE.
- c. An official printout of the students CBE score from A+ or AAPPL must be attached to the Permission to Take CBE Administrative Form 6317 and placed in a folder in the Registrar's office. If the CBE includes an essay, the graded essay must also be attached. Folders for each semester will be stored in the Registrar's office.

12. CBE results will be posted using the appropriate semester course numbers and .5 credit for each, if earned. World Language CBEs will be given 1 credit for each, if earned. Honors, AP, and IB weighting and designations are not allowed for CBEs.

13. Effective at the start of the 2015-2016 school year:

- a. The cut score for Math, Science, Social Studies and Computer Lit CBEs is 70%. Rounding is not allowed. No exceptions will be granted.
- b. Cut scores for World Language CBEs:

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 in a 1-2 language class, he or she would have to score **N3 or higher in each category**.

For a student to earn credit in a 3-4 language class, he or she would have to score **I1 or higher in each category**.

14. Effective at the start of the 2015-2016 school year, if a student takes and passes a World Language 1-2 CBE, it will RP both sections with an S regardless of the grade. If the student takes a World Language 1-2 and fails, a NM will be posted and the grades of both semesters for the World Language course will remain the same.

15. Out of State Early Acceptance Only – Students who receive early acceptance into an out of state college and enroll and attend that college will be permitted to use ACT/SAT scores to meet the requirement of the fourth year of English under the credit by exam provision. The students described in this Early Acceptance section of this Administrative Procedure would earn a CBE credit in English through the method denoted below. The registrar at the school of last attendance will post the CBE when the requirements below are met. The student will not take a credit by exam to earn the credit.

- a. Proof of enrollment and attendance in college during the year of early acceptance must be presented to Student Accounting. Approval from Student Accounting must be placed in the cumulative file.
- b. ACT combined Reading/Writing score must be at least 66 or
- c. SAT Reading and Writing scores must both be greater than 625.
- d. This waiver will not apply to students seeking to graduate early, only for early college acceptance.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure aligns with the governing documents of the District, to include:
 - a. Administrative Procedure 6318, Courses Approved for Credit Through a Credit by Exam (Extended Studies, Curriculum & Instruction)
 - b. Administrative Form 6317, Permission to Take CBE
 - c. Administrative Form 6410, Special Request Accommodation for a CBE/Mastery Exam
 - d. A Primer for Testing: Policies and Professional Expectations

- e. Washoe County A+ Credit by Exam Test Guide for Teachers
- 2. This administrative procedure complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
 - a. Chapter 389, Examinations, Courses, Standards and Graduation, and specifically:
 - i. NRS 389.171, Credit granted for performance on examination in lieu of course attendance
 - ii. NAC 389.670, Credit granted for performance on examination in lieu of course attendance: ...

REVIEW AND REPORTING

- 1. This procedure and any accompanying documents will be reviewed bi-annually, in the year opposite the regular session of the Nevada Legislature.

REVISION HISTORY

Date	Revision	Modification
	1.0	Established as Accepted Practice
10/01/2012	2.0	Revised
01/03/2014	3.0	Revised: converted to Administrative Procedure
01/07/2015	4.0	Revised
08/21/2015	5.0	Revised; World Languages clarification (12-14)