



Responsible: Office of Academics – Department of Assessment

PURPOSE

This administrative procedure shall establish guidelines related to the recovery of high school credit through Mastery Exams in the Washoe County School District.

PROCEDURE

1. Nevada Revised Statutes (NRS) 389.171(4) allows students who have taken a course and failed the course to take a mastery exam to recover the lost credit. Nevada Administrative Code (NAC) 389.670 outlines the specifics for implementation of this statute.
 - a. Mastery Exams are available only for courses in the core content areas of English, math, science and social studies.
 - b. Remediation will only be offered for courses offered at the home school.
 - c. Due to the nature of the program, mastery exams will not be offered for distance learning.
 - d. Students will receive letter grades.
 - e. Students may take any available mastery exam for a given semester-course no more than two times and within the prescribed timeline during their high school career.
2. Mastery Exams. All mastery exams and associated cut scores will be prescribed and developed by the Office of Academics.
 - a. Mastery Exams assess 90% of the standards required to be mastered in the course.
 - b. 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.
 - c. Exams may include constructed response or essay items administered separately that must be scored by a teacher licensed in that subject area. If the Mastery Exam 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 Mastery Exam.
 - d. Approved Mastery Exams in English, Mathematics, Science and Social

Studies will be stored and administered in A+ at all high schools (06/13/2014). *Note: Use of A+ for the administration of Mastery Exams and to support remediation is not the same as use of A+ for completing first time course requirements or recovering credit by repeating the course. Students scheduled into an A+ course as part of their academic load must complete the entire course and may pass the course with an overall percentage of 60% or higher reflecting all coursework. When A+ is taken as part of the academic load, the grade posted to the transcript will include "OLA" in front of the course name.*

3. Test Administration Procedures: Test Security, Permissible Materials 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, at least 30 days prior to the test date. (Administrative Form 6410, Special Request Accommodation for a CBE/Mastery Exam)
 - b. Students must be supervised throughout their testing session by district employed licensed educational personnel (i.e. certified teacher, counselor, site 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 Mastery Exam 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 Mastery Exam 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 pursue credit by Mastery Exam.
 - 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.
4. Options for Recovering Credit
- a. To recover the credit before the beginning of the next school year after the credit was lost (immediately following the semester in which the student failed the course and/or prior to the start of the subsequent school year):
 - i. Student takes a mastery exam to determine proficiency for the course(s) in which they desire to recover credit. If the student scores a minimum of C=70% on the mastery exam, the student is awarded the credit.
 - ii. If the student does not score a minimum of C=70%, prior to the second attempt the student must complete 20 or more hours of remediation.
 - iii. Student takes the full mastery exam again (second and final attempt), not just the portion they failed. No student takes the same mastery examination version twice
 - b. To recover the credit after the beginning of the next school year after the credit was lost (first or second semester of the school year immediately following the school year in which the student failed the course):
 - i. The school will review student data to determine their areas of deficiency for the course(s) in which they desire to recover credit. Data review should include the administration of a pretest or other diagnostic tools.
 - ii. Student must complete 20 hours of remediation before being given a mastery exam (first attempt).

- iii. If the student does not score a minimum of C=70% on the first attempt, prior to the second attempt the student must complete additional appropriate remediation. No student takes the same mastery examination twice. This means that if a student does not achieve a C=70% on their first attempted Mastery Exam for a course that the next examination will be a different examination in A+. Additionally, the examination must be a different examination than the pre-test.

5. Remediation.

- a. Remediation of not less than 20 hours for each course is required prior to a second attempt or if a student does not apply to take a Mastery Exam until the subsequent school year. Students do not receive grades or credit for remediation taken for a Mastery Exam. *Note: Remediation taken as a class during the school day does not qualify for credit. Students must not be enrolled in standard A+ courses for remediation. No credit is earned for remediation completed in preparation for a Mastery Exam. Remediation for a Mastery Exam is not to be confused with credit recovery by repeating a course.*
- b. Remediation may include but is not limited to:
 - i. A 3-9 week course for audit (totaling 20 hours) where the student receives instruction from a classroom teacher in the areas of deficiency;
 - ii. Mastery Lessons in A+ designated for use in preparing for a Mastery Exam and set-up as a distance education non-graded course (must log a total of 20 hours online/in the system);
 - iii. Use of Mastery Lessons in A+ designated for use with Mastery Exams and direct work with a teacher (either a total of 20 hours of log in time, 20 hours in the classroom, or a combination totaling 20 hours);
 - iv. Documented time (20 or more hours) with an independent tutor or school-based tutoring focusing on areas of deficiency;
 - v. Any combination of the above.

6. Grading and Transcripts.

- a. Grading Procedures:

- i. Student must earn a score of not less than C=70% to demonstrate minimum mastery of the content and receive graded credit. Rounding is not allowed.
- ii. Mastery Exams may include constructed response or essay items administered separately that must be scored by a teacher licensed in that subject area and employed by the student's school of record. If the Mastery Exam includes a constructed response or essay item, the score must be posted and figured into the overall exam at the percentage specified in the A+ system being used for the Mastery Exam.
- iii. Student earns a letter grade equivalent to the score established for the mastery exam (i.e. C=70-79%, B=80-89%, A=90-100%). No credit is awarded for a grade below C=70%.
- iv. The test proctor or A+ administrator must provide a printout from the A+ system showing the final score earned on a Mastery Exam for each student.

b. Transcript Procedures:

- i. An official printout of the students Mastery Exam score from the approved assessment system must be attached to the Permission to Take a Mastery Exam, Administrative Form 64XXF and placed in a folder in the Registrar's office. If the Mastery Exam includes a separate essay or constructed response items, the separately graded essay or items must also be attached. Folders for each semester will be stored in the Registrar's office. Upon audit if the above is not present or found to not follow procedure the grade/credit will be removed from the transcript.
- ii. A student passes a mastery exam (score of 70% or higher): The .5 (semester) Mastery credit is entered onto the transcript as a new course taken, distinguished with "M" in front of the course name and using the course number of the course failed, and the original course is given an RP (repeat). The date the grade was input into IC must also be entered.
- iii. A student fails a mastery exam (score of 69% or below): The course is entered onto the transcript, distinguished with "M" in front of the course name and using the course number of the course failed, and a grade of "NM".

- iv. Students may attempt a Mastery Exam no more than two times for any course. All attempts will be entered on the transcript as NM or graded credit if the grade earned is 70% or above.

DESIRED OUTCOMES

1. This Administrative Procedure outlines a consistent and equitable grading process throughout the District for all students.
2. Students who have acquired the necessary knowledge and skills in a course demonstrate that knowledge and skill and earn credit for the course after having failed it.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure aligns with the governing documents of the District, to include:
 - a. Administrative Procedure 6406, Recovering Credit Through a Mastery Exam
 - b. Administrative Document 6407, Courses Approved for Credit Through A Mastery Exam (Extended Studies, Curriculum & Instruction)
 - c. Administrative Form 6408, Permission to Take a Mastery Exam
 - d. Administrative Form 6410, Special Request Accommodation for a CBE/Mastery Exam
 - e. A Primer for Testing: Policies and Professional Expectations
 - f. Washoe County A+ Mastery Test Guide for Teachers (Extended Studies)
 - g. Mastery Test Student Videos: Test Instructions and Test Remediation (Extended Studies)
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 even numbered years.

REVISION HISTORY

Date	Revision	Modification
03/2013	1.0	Created
12/2013	2.0	Revised
04/03/2014	3.0	Revised: converted to Administrative Procedure
05/30/2014	4.0	Revised: identify vendor/source for exams, add desired outcome #2
06/13/2014	5.0	Revised: note NRS & NAC, identify eligible courses, instruction grading & transcripts, updated to include reference to A+ guidance & student videos
12/18/2014	6.0	Revised: clarification--supervision of testing, remediation options, grading, and student eligibility
07/15/2015	7.0	Revised: direction—accommodations options
08/07/2015	8.0	Revised: instruction to registrars for posting to the transcript, recording all attempts; clarification about using the A+ system and remediation options