



**Responsible:** Office of Academics, Department of Assessment

## **PURPOSE**

This Administrative Procedure shall describe and define protocols related to Credit by Exam (CBE). CBE provides an opportunity to earn course credit in which no prior formal instruction was completed. CBE is designed for a small percentage of students who have an academic and emotional need to advance a course.

## **PROCEDURE**

1. CBEs in Mathematics, Science, Social Studies, World Languages, Computer Literacy, and Health will be available from a student's high school.
2. CBE is only offered to students enrolled in a Washoe County School District (District) high school. CBE gives the high school student an opportunity to demonstrate proficiency in a subject without enrolling in the course.
  - 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 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 attempted two courses in science and has passed the required assessment\* for graduation in science, the student would be eligible for a science course CBE.

\*Note: Assessment requirements for graduation may change. This procedure applies when NRS stipulates a student must pass certain examinations in order to receive a diploma.

- e. Students may only take any course or language CBE one time per semester and a total of two times in their high school career (retest during different semesters; maximum two attempts).

- f. Students who fail a CBE must take the entire CBE (retest), not just the portion they failed, on all additional CBE attempts.
3. CBEs will be administered as follows:
  - a. CBEs in Mathematics, Science, Social Studies, Computer Literacy and Health will be administered through the Edgenuity 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) using Form A. Schools will need to go online and set up an account with ACTFL in order to purchase exams for students; and
  - c. The Edgenuity online learning platform serves multiple purposes. CBEs, Mastery Exams, and courses for credit accrual and credit recovery delivered through the Edgenuity learning platform are distinct and may not be used in combination or interchangeably. For example, an Edgenuity Mastery Exam may not be used in place of the Edgenuity CBE. Students enrolled in an Edgenuity course may not take the Edgenuity CBE for that same course. Edgenuity CBE course credit may only be applied to the transcript if a student has taken the Edgenuity CBE. Only attempts and accrued credit from an approved credit by exam are recorded as a CBE course on a student's transcript.
4. Schools will collect \$25 for core subject CBEs and \$50 for World Language CBEs. Students will pay \$25.00 per CBE to help defray the cost of paying teachers to proctor the exam. Schools may elect to reduce or waive this fee. Students taking a World Language CBE assessed by ACTFL will be charged an additional \$25.00 for the purchase of the exam (making the cost of World Language CBEs \$50.00). Money collected from CBE administrations will be put into an activity account at the school site and used exclusively to pay for the ACTFL exams and pay teacher stipends for exam proctoring.
5. Administration Procedures: Test Security and An Appropriate Testing Environment
  - a. All exams will be proctored. Exam proctors must be Nevada licensed educational personnel (i.e., certified teacher, counselor, school

administrator) employed by the District and must complete training in test administration and test security, including content from the *Primer*.

- b. Parents or guardians of students who are testing are not allowed in the testing room.
- c. Terms and conditions for taking a CBE are consistent with those for other national, state and district high-stakes assessments.
- d. Students must present acceptable identification and their identity and eligibility for the selected test must be verified.
- e. Students must agree to follow all test security and administration policies and procedures. Access to non-permissible materials or tools including all electronic devices (e.g., calculator), academic or other notes, the Internet and other computer programs is prohibited.
- f. Test Administrators must adhere to all procedures for a given assessment.
- g. 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 by the testing site. Authorization to use other accommodations must be requested in writing to the Department of Assessment at least 30 days prior to the planned test date. (Administrative Form 6410, Special Request Accommodation for a CBE/Mastery Exam)
- h. Translation of any test material into other languages is prohibited. Except for world language assessments, all tests are administered in English only.
- i. Exams must be completed within a single supervised 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.
- 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. Prohibited behavior and 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.

6. No high school credit may be earned prior to promotion to 9th grade. Only students enrolled in a District 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 5540 Promotion to High School). The date of promotion is the last day of the school year.
7. Courses approved for CBEs are listed in Associated Document 6318 Courses Approved for Credit through a Credit by Exam.
8. Earning Credit:
  - a. Credit earned through CBE will not meet the humanities requirement. This includes World Language CBEs;
  - b. National Collegiate Athletic Association (NCAA) will not accept credit by exam courses (CBE) for core requirements; and
  - c. Individual colleges and universities may not accept CBE to meet the requirements for high school graduation or entry into college.
9. Documentation:
  - a. All CBE results must be posted on the transcript. No grade points are awarded for credit earned through CBE; therefore, results will have no impact on calculations of GPA and class rank. 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 enroll in a course after having taken the CBE for the same course, the "S" or "NM" mark must be replaced with an "RP" mark. 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 CBE score for a student from Edgenuity or AAPPL must be attached to the Permission to Take CBE Administrative Form 6317 and submitted to the Registrar's office. If the CBE includes an essay, the graded essay must also be attached. The registrar will scan the paperwork into OnBase and file the documentation in the HS Exceptions–Other Proof folder.
10. CBE results will be posted to the transcript using the appropriate semester course numbers, course titles, and .5 credit for each, if earned. World Language CBEs will be given 1 credit for each level 1-2 or level 3-4, if earned. Honors, AP, and IB weighting, and designations are not allowed for CBEs. Only attempts and

accrued credit from an approved credit by exam are recorded as a CBE course on a student's transcript.

### 11. Scoring

- a. The cut score for Math, Science, Social Studies, Computer Literacy, and Health CBEs is 70%. Rounding is not allowed. No exceptions will be granted.
- b. Cut scores for World Language CBEs:
  - i. 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, they will have to score **N3 or higher in each category**.

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

- ii. Successful completion of the AAPPL Form B for the Seal of Biliteracy may be used for World Language credit if a student has not earned credit for levels 1-2 or 3-4. The same CBE scoring criteria will apply: a score of N3 for level 1-2 credit and a score of I1 for level 3-4 credit.

12. Students who take an Advanced Placement exam and do not take the associated course may apply for CBE credit if their score is a 3, 4, or 5. See Administrative Procedure 6637.

13. 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 student will not take a credit by exam to earn the credit. After the requirements below are met, the registrar at the school of last attendance will post the CBE to the student's transcript. This waiver will not apply to students seeking to graduate early, only for early college acceptance.

- a. Student must meet the minimum score requirement on the ACT or SAT:
  - i. ACT English score of 30 or above or ACT ELA score of 32 or above
  - ii. SAT Evidence-Based Reading/Writing score of 660 or above

- b. 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 filed for the student in the HS Exceptions–Other Proof folder within OnBase.

## **LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS**

1. This Administrative Procedure aligns with the governing documents of the District, to include:
  - a. Administrative Form 6317 Permission to Take CBE;
  - b. Administrative Procedure 6318 Courses Approved for Credit Through a Credit by Exam (Extended Studies, Curriculum & Instruction);
  - c. Administrative Form 6410 Special Request Accommodation for a CBE/Mastery Exam;
  - d. A Primer for Testing: Policies and Professional Expectations (annual publication); and
  - e. Curriculum and Instruction: Guidelines for Testing with the AAPPL Exam.
2. This Administrative Procedure complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
  - a. Chapter 389 - Academics and Textbooks
    - i. NRS 389.171, Credit granted for performance on examination in lieu of course attendance; and
    - ii. NAC 389.670, Credit granted for performance on examination in lieu of course attendance.

## **REVISION HISTORY**

<b>Date</b>	<b>Revision</b>	<b>Modification</b>
	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)
05/12/2021	6.0	Revised; CBE administered by individual high schools only, Edgenuity platform replaced A+, added exams, updates to documentation procedure and ACT/SAT score information