



Responsible: Office of Academics, Curriculum & Instruction

PURPOSE

This Administrative Procedure shall describe and define protocols related to Credit by Exams (CBE). A CBE provides an opportunity to earn course credit by passing an exam. A CBE is typically available for students who already have a strong understanding of the subject matter, either through prior learning or self-study.

PROCEDURE

1. CBEs in Mathematics, Science, Social Studies, World Languages, Computer Literacy, and Health will be available from a student's high school.
2. CBEs in World Languages, Computer Literacy and Health may be offered by the student's middle school during the 8th grade year.
3. Students must test at their enrolled school.
4. CBEs are only offered to students enrolled in a Washoe County School District (District) school.
 - 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. CBEs may not be counted toward the minimum load requirement.
 - d. Students may not take a CBE in mathematics or science, prior to taking the number of required courses for graduation while in high school (3-math and/or 2-science)
 - e. Students are allowed to take a specific CBE only once per semester and no more than twice throughout their entire high school career.
 - f. Students who fail a CBE must take the entire CBE (retest), not just the portion they failed, on all additional CBE attempts.
5. CBEs will be administered as follows:
 - a. CBEs in Mathematics, Science, Social Studies, Computer Literacy and Health will be administered through the Edgenuity system.
 - b. World Language CBEs will be administered through ACTFL Assessment of Performance Toward Proficiency in Languages (AAPPL) using Form.

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- c. If a student has earned the Seal of Biliteracy through the AVANT exam, CBE credit may be applied if needed.
 6. Schools may collect \$30 for core subject CBEs and \$50 for World Language CBEs. This includes \$30.00 per CBE to help defray the cost of paying teachers to proctor the exam. Schools may elect to reduce or waive this fee. 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 to pay teacher stipends for exam proctoring.
 7. 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)

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- 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 provided through Edgenuity must be completed within a single supervised session and all testing materials, including scratch paper (if allowed), 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 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.
 8. The last day to complete a CBE for a student in 12th grade is the Friday before Spring Break.
 9. The last day to complete a CBE for a student in 8th grade is one week after the last day of school.
 10. No high school credit may be posted prior to promotion to 9th grade.
 11. 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.
 12. Documentation:
 - a. High School: CBE results (with the exception of World Language) 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". 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.

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- b. High School: An official printout of the CBE score for a student from Edgenuity or AAPPL must be submitted to the Registrar's office. The registrar will scan the paperwork into OnBase and file the documentation in the HS Exceptions– Other Proof folder.
 - c. Middle School: After a student passes a CBE in health or computer literacy, the proctor will complete a spreadsheet with the student's name, ID number, anticipated high school, the name of the CBE, the score earned and submit it to the Director of Curriculum & Instruction.
 - d. Middle School: The Curriculum & Instruction Department will download the results from the AAPPL platform for the world language CBE.
 - e. Middle School: Curriculum and Instruction will work with Student Accounting to distribute the spreadsheets to the corresponding high schools for posting.
13. CBE results will be posted to the transcript using the appropriate 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.

14. 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 AVANT exam 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 CBE scoring criteria will apply: a score of 2 for level 1-2 credit and a score of 4 for level 3-4 credit.

15. 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.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure aligns with the governing documents of the District, to include:
 - a. A Primer for Testing: Policies and Professional Expectations (annual publication); and
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

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)
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
9/24/2024	7.0	Revised; updated language.