



Responsible Office: Office of Academics, Department of Curriculum, Instruction and 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 (District).

PROCEDURE

1. Mastery Exams
 - a. The Office of Academics will select or develop all mastery exams.
 - b. At a minimum, Mastery Exams will assess 90% of the standards required to be mastered in the course.
 - c. 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.
 - d. Approved Mastery Exams in English, Mathematics, Science and Social Studies will be administered through Edgenuity unless otherwise specified in the Section 504 Plan or IEP.
2. Test Administration Procedures: Test Security, Permissible Materials, 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 site 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 Mastery Exam 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, unless otherwise provided in a Section 504 Plan or IEP.
 - 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.
- h. 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.
- i. Students taking a Mastery Exam must be isolated away from other computer lab activities and resources.
- j. Breaks should be discouraged and must be supervised.
- k. 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 pursue credit by Mastery Exam.

3. Options for Recovering Credit

- a. To recover the credit before the beginning of the next school year after the credit was lost:
 - i. First attempt within the same school year: 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%, the student must complete 20 or more hours of remediation before attempting the exam a second time; and
 - iii. Second attempt and final attempt: Student takes the full mastery exam (retest) for the course, 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:
 - i. Determine plan for remediation. 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. Complete remediation. Student must participate in 20 hours of remediation before being given a mastery exam (first attempt); and
 - iii. Attempt Mastery Exam. If the student does not score a minimum of C=70% on the first attempt, then, prior to the second attempt the student must complete additional appropriate remediation. No student takes the same mastery examination version twice.

4. 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.
- b. Remediation may include but is not limited to:
 - i. A course for audit (totaling a minimum of 20 hours) where the student receives instruction from a classroom teacher in the areas of deficiency;
 - ii. Lessons in Edgenuity designated for use in remediation and set-up as a non-graded course (must log a total of 20 hours online/in the system);
 - iii. Use of lessons in Edgenuity designated for use in remediation and direct work with a teacher (either a total of 20 hours logged in Edgenuity, 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; and
 - v. Any combination of the above.

5. 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 scores 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 learning and assessment platform 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%; and
 - iv. The test proctor or school administrator must provide a printout from the Edgenuity system showing the final score earned on a Mastery Exam for each student.

- b. Transcript Procedures:
 - i. An official printout of the student's Mastery Exam score from the approved assessment system must be submitted to 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. The registrar will scan the paperwork into OnBase and file the documentation in the HS Exceptions–Other Proof folder. Upon audit if the above is not present or found to not follow procedure the grade/credit will be removed from the transcript;
 - ii. Pass. 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 "Mastery" in front of the course name and using the course number of the course failed with a "M" on the end, and the original course is designated as a repeat (RP). The date the grade was input into IC must also be entered;
 - iii. Fail. A student fails a mastery exam (score of 69% or below): The course is entered onto the transcript, distinguished with "Mastery" in front of the course name and using the course number of the course failed with a "M" on the end, and a grade of "NM" (no mark); and
 - 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.
- 6. An Advanced Placement exam with a score of 3, 4, or 5 may be used in place of a Mastery Exam for the failed Advanced Placement course.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

- 1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns with the governing documents of the District to include:
 - a. Administrative Document 6407 Courses Approved for Credit Through A Mastery Exam (Extended Studies, Curriculum & Instruction);
 - b. A Primer for Testing: Policies and Professional Expectations (annual publication); and
 - c. Administrative Procedure 6637, Advanced Placement.
- 2. This Administrative Procedure complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) Chapter 389 - Academics and Textbooks:
 - a. NRS 389.171, Credit granted for performance on examination in lieu of course attendance; and
 - b. NAC 389.670, Credit granted for performance on examination in lieu of course attendance.

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
01/25/2021	9.0	Revised; Edgenuity platform replaced A+, updates to documentation procedure
7/1/2025	10.0	Revised; updated department, removed references to form, updates to align with practice