



## PERMISSION TO TAKE CREDIT BY EXAM (CBE)

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

### PURPOSE

This Administrative Form is required of students interested in pursuing a Credit by Exam.

### PROCEDURE

1. Counselors must complete this form verifying student eligibility to take a Credit by Exam (CBE) prior to the student taking a CBE.
2. Students must present the completed form to the test administrator proctoring the CBE in order to participate. Students testing at the Department of Extended Studies must present the completed form at the time of registration to take a CBE.
3. Permission to take a CBE may be granted after the student's counselor verifies: 1) the student has not earned credit in the course, 2) the student meets the full academic load requirement without the CBE, 3) the student has not exceeded the two attempts limit for the exam, and 4) if the CBE is in mathematics or science, the student has taken the required number of courses and, *if applicable*, passed the required assessment for graduation in that subject area.

Example: For a student seeking permission to take the Algebra 1 S1 CBE, answer yes to all of the following:

- Student has not earned credit in Algebra 1 S1.
  - Student has not taken and failed Algebra 1 S1.
  - Student is a Senior and is taking 5 courses which meets the academic load requirement for Seniors.
  - Student has taken 3 courses in mathematics while in high school.
  - Student has passed the required graduation assessment for mathematics.
4. Qualifications
    - a. CBE is only offered to students enrolled in a Washoe County School District (District) high school.
    - b. Student is not currently enrolled in the course.
    - c. If the student has already earned credit in the course, CBE is not an option.

- d. If the student has taken a course and failed it, CBE is not an option.
- e. CBE may not be counted toward the minimum load requirement.
- f. Students may not take a CBE in mathematics or science, prior to meeting two criteria:
  - i. Taking the number of required courses for graduation while in high school (3-math, 2-science); and
  - ii. Passing all of the required assessments for graduation for each course in that subject area (if applicable). 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 to take a science course CBE.
- g. Students may only take any course or language CBE once in a semester and a total of two times in their high school career.
- h. Students who fail a CBE must take the entire CBE (retest), not just the portion they failed, on all additional CBE attempts.

## REVISION HISTORY

<b>Date</b>	<b>Revision</b>	<b>Modification</b>
2012	1.0	Created
01/07/2015	2.0	Revised
08/15/2015	3.0	Revised
10/12/2015	3.1	Revised: Changed reference from Mastery Exam to Credit By Exam
04/20/2021	4.0	Revised: Update assessment management system, verify number of attempts, clarify participation in math and science course exams

**PERMISSION TO TAKE A CREDIT BY EXAM**

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ School Name: \_\_\_\_\_

Course Name and Number for CBE: \_\_\_\_\_

Counselor Name: \_\_\_\_\_

Has the student previously attempted this CBE? \_\_\_\_\_ Date \_\_\_\_\_

By signing below, the counselor verifies that the following is true:

1. The student is not currently enrolled in the named course.
2. The student has not earned credit in the course.
3. The student meets the full academic load requirement without the CBE.
4. If the CBE is in mathematics or science, the student has taken the required number of courses and passed the required assessment for graduation in that subject area.
5. Student has not previously taken the CBE during the same semester and student has not exceeded the maximum two attempts.

Counselor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

To be completed after the exam is administered: **Credit by Exam Results**

Test Date:		Final Grade:	
Name of Certified Test Administrator:			
Essay graded by (if applicable; must be graded by a certified, employed staff member)	Name:		
	Title:		
Date Credit Posted to Transcript:			

An official print out of the student's CBE score from the approved assessment system must be attached to this form and submitted to the Registrar's office. If the exam includes an 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.