

**Elysian Fields Independent School District**

# Credit-by-Exam Handbook

**2021-22**

***Elysian Fields ISD Office of Curriculum and Assessment Revised 9/10/2021***

## Introduction

Since 1995, the Texas Education Code has allowed districts to use Credit by Exam (CBE) assessment for acceleration or credit for primary and secondary students.

EFISD has joined with the University of Texas in Austin to provide a consistent and quality program for acceleration as well as alternate means to earn credit. All examinations are vigorously field-tested, externally validated, and audited to ensure that assessments thoroughly test the Texas Essential Knowledge and Skills (TEKS) in the applicable grade level or subject area and that all exams are compliant with state statute regarding the development, validation, and auditing of credit-by-examination tests.

## Frequently Asked Questions on Credit by Exam

##### Q: How has COVID 19 affected credit by exam?

***A****:* Effective April 27, 2020, UTHS offers online proctoring of credit by exams for students in grades 3-12 at home using the Proctorio service, which allows the student to take the exam using their computer or a district-issued computer. Proctorio includes an identification process, requires a webcam for video recording, and uses a lockdown browser to ensure a secure testing experience. Students taking CBEs for K-2 subjects will need to make arrangements to take the exam on-site at their local school district or an approved university testing center. Online proctoring is not available for K-2 subjects because the exams may allow oral administration by the proctor. We recommend reviewing options once there are changes to stay-at-home restrictions. Please see Q & A documents for more information *on the UT Website at*: [*https://highschool.utexas.edu/credit\_by\_exam*](https://highschool.utexas.edu/credit_by_exam)

##### Q: How can a student earn credit by exam?

**A**: Students are able to earn credit by exam in a few different ways:

**Credit by Examination (K-5)**

A student in grades 1-5 must be accelerated one grade if the student scores **80 % or higher** on each CBE including language arts, mathematics, science, and social studies for the grade level the student wishes to advance past. Additionally, in order to qualify for acceleration, the student must be recommended by a school district representative (usually the campus principal) and the student’s parent or guardian must give written permission.

In accordance with EFISD Policy EHDC (Local), a child who is five years old at the beginning of the school year may be assigned initially to grade 1 rather than kindergarten. Criteria for acceleration may include:

* Scores on readiness tests that may be administered by appropriate district personnel
* Recommendation of the kindergarten or preschool the student has attended.
* Chronological age and observed social and emotional development of the student.
* Other criteria deemed appropriate by the principal and superintendent.

#### Credit by Examination with Prior Instruction (6-12)

Students in grades 6-12 may earn credit by exam if they received prior instruction in a subject area, but did not receive credit for other reasons, such as a failing grade or excessive absences. To receive credit,

these students must score a **80 % or higher** on a CBE assessment from the University of Texas for that content and grade level area exam.

#### Credit without Prior Instruction (6-12)

For grades 6-12, students may receive credit based solely on their score on the CBE exam. A school district must give students who score 80% or higher on the board-approved exam credit for the assessment subject area. Students can also receive credit without prior instruction by scoring a three on an advanced placement (AP) exam or a scaled score of 50 or higher on exams administered through the College-Level Examination Program (CLEP). Tex. Educ. Code § 28.023(c), (c-1), (h).

##### Q: Will it cost me anything for my child to take a CBE?

**A:** No. A school district is prohibited from charging a fee for credit by examination for acceleration.

##### Q: How will the test score on a CBE affect my high school grade point average?

**A**: Numeric grades on the exams for which the student earns credit will be recorded and will be used to calculate the student’s grade point average (GPA). EIC (Local)

##### Q: How many times can my child attempt to pass a CBE?

**A**: According to Texas Administrative Code §74.24 Credit by Exams (c)(6), a student may not attempt to earn credit by examination for a specific high school course more than two times.

##### Q: If my child receives credit-by-exam for an EOC course, does he or she have to take the STAAR EOC?

**A:** If a student is given credit in accordance with paragraph (5) of this subsection in a subject on the basis of an examination on which the student scored 80% or higher, the school district must enter the examination score on the student's transcript, and the student is **not required** to take an applicable end-of-course assessment instrument for the course. (TAC §74.24)

##### Q: Where can I find study guides for the CBE exams?

**A:** University of Texas Credit by Exam Study Guides are available on the University of Texas Credit by Exam Website at <https://highschool.utexas.edu/cbestudyguide>[s](https://highschool.utexas.edu/cbe_study_guides).

##### Q: Where can I find a complete list of what CBE exams are available?

**A:** A complete list of all available CBE exams can be found on the University of Texas Credit by Exam Website at <https://utexas.app.box.com/v/uths-cbe-available>

##### Q: How do I go about requesting a CBE exam?

**A**: Set up a meeting with your campus school counselor to review all available options and complete the appropriate application form found in this manual. Note that testers will have the option to either take the exam in person with appropriate social distancing and applicable safety precautions such as a mask, or completing the exam at home using either a personal computer or a computer checked out from Elysian Fields ISD for CBE testing purposes. Once the application is completed and all forms signed,

campus counselors will submit a PDF copy of the completed application to the assessment office via a secure Google form. The assessment office will then register the student to test and contact the parent at the e-mail address indicated on the registration form confirming testing date/time along with any other applicable instructions.

##### Q: What are the testing dates and application deadlines for 2021-2022?

**A**: The face-to-face testing dates and application deadlines for 2020-2021 are as follows:

|  |  |
| --- | --- |
| **Registration Deadline:** | **Test Date** |
| June 25, 2021 | July 19 – 23, 2021 |
| September 24, 2021 | November 4 – 6, 2021 |
| January 7, 2022 | February 3 – 5, 2022 |
| April 1, 2022 | May 5 – 7, 2022 |

##### Q: When will results of the CBE test arrive?

*A:* Results will arrive in 10-15 working days after the test is administered. Results will be mailed directly to the student using the address on the application. Results will also be shared with the campus registrar and campus counselor.

##### Q: Who is the best person to call if I have further questions about CBE exams?

A: You can contact your home campus school counselor or call the Elysian Fields ISD Administrative Office at 903-633-1500. Ask for Monica Simmons at extension 1502.

** Application Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preferred Testing Format (check one)**

**At Home (Online Proctorio) In Person (Online)**

**Testing Date:**

***Application for CBE for Course Credit in Grades 6-12 (With No Prior Instruction/With Prior Instruction)***

**PART ONE** (*to be completed by* ***the parent/guardian/adult student*** *and returned to the* ***student’s counselor***) Student’s Local ID#: Date of Birth: \_Campus: \_ Grade:

Name: \_

Last First M.I.

Address: \_

Street Apt. #

City State Zip Code

Parent/Guardian/Adult Student’s Phone Number: Email Address

Course(s) for Which Student Wants to Attempt to Earn Credit by CBE

**PART TWO** (*to be completed and signed by the* ***student’s counselor*** *and the* ***parent/guardian/adult student*** *prior to testing*)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TO BE COMPLETED BY COUNSELOR** | | | | | **TO BE COMPLETED BY PARENT/GUARDIAN/ADULT STUDENT** | |
| **Course/Subject Exam** | **Reason for Exam** | | **Student Meets ALL Eligibility Requirements**  **for Testing** | | **Permission Granted to Test on the specified testing date** | |
| **Acceleration (No Prior Instruction)** | **Recovery (Prior Instruction)** |
|  |  |  | **Yes** | **No** | **Yes** | **No** |
|  |  |  | **Yes** | **No** | **Yes** | **No** |
|  |  |  | **Yes** | **No** | **Yes** | **No** |
|  |  |  | **Yes** | **No** | **Yes** | **No** |

**Yes No** *I have confirmed that the student meets all eligibility requirements for taking a CBE for the courses indicated above.*

**Yes No** *I have reviewed the student’s academic records with parent/guardian/adult student.*

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**Counselor Signature Printed Name Date**

(To be completed and signed by the **parent/guardian/adult student** and returned to the **student’s counselor**)

**Yes No** *I give my permission for the CBE exams(s) indicated in the chart above to be administered during the specified testing window.*

**Yes No** *I understand that a score of 80% or higher on an exam for a course with no prior instruction or 70% or higher on an exam with prior instruction is required to receive course credit.*

**Yes No** *I understand that the district assumes the cost of CBE(s). However, if the student does not take an exam for which he/she is registered, the district will not assume the cost for the student to register again for the same exam. In this case, the parent/guardian/adult student would be required to order and pay for the exam(s) from the approved vendor.*

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**Parent/Guardian/Adult Student Signature Printed Name Date**

**PART THREE** (*to be completed and signed by the* ***campus counselor*** *af*ter notification of testing results)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course/Subject Tested** | **Date Tested\*** | **Reason for Exam** | | **Score (Percentage)** | **Meets Requirements To Receive Credit**   * *80% or higher on an exam with no prior instruction* * *80% or higher on an exam with prior instruction* | |
| **Acceleration (No Prior Instruction)** | **Recovery (Prior Instruction)** |
|  |  |  |  |  | **Yes** | **No** |
|  |  |  |  |  | **Yes** | **No** |
|  |  |  |  |  | **Yes** | **No** |
|  |  |  |  |  | **Yes** | **No** |

**\*Indicate “NS” if student failed to take a test for which the student was registered.**

*Based upon the CBE results, the student will receive credit for the following course(s):*

*\_*

|  |  |
| --- | --- |
| **Yes No** | *The CBE results have been reported to the parent/guardian/adult student*. |
| **Yes No** | *The appropriate coding changes have been made in the district's student information system*. |
| **Yes No** | *The CBE results have been recorded on your shared campus Google doc provided by the Curriculum and Assessment Department*. |

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**Campus CBE Coordinator Signature Printed Name Date**

**NOTE**: **When testing has been completed and results have been recorded, this application should be placed in the student’s cumulative folder.**

** Application Date:**

**Preferred Testing Format (check one)**

**At Home (Online Proctorio) In Person (Online)**

**Testing Date:**

### Application for CBE for Grade Level Acceleration – Grades K-8 (With No Prior Instruction)

**PART ONE** (*to be completed by the* ***parent/guardian*** *and returned to the* ***student’s counselor***)

Student’s Local ID#: Date of Birth: \_Campus: \_ Grade:

Name:

Last First M.I.

Address:

Street Apt. #

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City State Zip Code

Parent/Guardian’s Phone Number:

Email Address

Grade Level for Which Student Wants to Attempt to Accelerate

**PART TWO** (*to be completed and signed by the* ***student’s counselor*** *prior to testing*)

**Yes No** *I have confirmed that the student meets all eligibility requirements for taking a CBE for acceleration for the grade level requested.*

**Review of Student’s Academic Performance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **STAAR**  **Math** | **STAAR**  **Reading** | **Math Screener** | **Reading Screener** | **Other:** |
| 2018 |  |  |  |  |  |
| 2019 |  |  |  |  |  |
| 2020 |  |  |  |  |  |

**Yes No** *I have carefully reviewed the student’s academic records with parent/guardian, and I recommend that the student be given a CBE for acceleration*.

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***Counselor Signature Printed Name Date***

**PART THREE** (to be signed by the **parent/guardian** prior to testing and returned to the **student’s counselor**)

|  |  |
| --- | --- |
| **Yes No** | *I understand the recommendation to administer or not to administer a CBE for acceleration to the*  *student.* |
| **Yes No** | *I give permission for the student indicated in this application to be administered a CBE for acceleration*. |
| **Yes No** | *I understand that a score of 80% or higher on each of the four content area exams (language arts, math, science, and social studies) is required to accelerate a grade level*. |
| **Yes No** | *I understand that the district assumes the cost of CBEs. However, if the student does not take an exam for which he/she is registered, the district will not assume the cost for the student to register again for the same exam. In this case, the parent/guardian would be required to order and pay for the exam(s) from the*  *approved vendor.* |

**Parent/Guardian Signature Printed Name Date**

**PART FOUR** (*to be completed by the* ***student’s counselor*** *upon receipt of exam results and signed by the* ***campus administrator***)

|  |  |  |  |
| --- | --- | --- | --- |
| **Course/Subject Exam** | **Date Tested** | **Score (Percentage)** | **Meets ALL Requirements** *(80% or higher on each of the four content area exams)* |
| Language Arts |  |  | **Yes No**  *(Circle One)* |
| Math |  |  |
| Science |  |  |
| Social Studies |  |  |

*Based upon the CBE results, the student* ***meets all requirements*** *to accelerate and will be accelerated to the following grade level:*

|  |  |
| --- | --- |
| **Campus Administrator Signature Printed Name**  **PART FIVE** (*to be completed and signed by the* ***student’s counselor***)  **Yes No** *The CBE results have been reported to the parent/guardian.*  **Yes No** The CBE results have been shared with the registrar and placed into the student’s transcript. | **Date** |

**Counselor Signature Printed Name Date**

**NOTE: When testing has been completed and results have been recorded, this application should be placed in the student’s cumulative folder.**