

## **Secondary (5-12) Guidelines for Credit By Exam**

### **Definition & Purpose**

Credit By Exam (CBE) provides an opportunity to earn grade level or course credit. All Credit By Exam requests require a consultation with the student's campus counselor. Credit by exam is designed for a very small percentage of learners who have both the academic and emotional need to advance a grade level or course. Credit by exam is not meant for grade level or credit recovery when a student is retained.

The only students that should take a CBE are those who display an extremely advanced level of understanding of the learning objectives assessed on the CBE which will be the grade level/course above the grade level/course in which your child is currently enrolled.

### **Eligibility to Register for CBE Assessments**

- Only students currently enrolled at a College Station ISD campus are eligible to apply for a CBE.
- Students may earn credit for acceleration without prior instruction in the subject area or grade level being tested ([EHDC\(LEGAL\)](#)).
- Students may only test each subject or course once per testing window.
  - Grade level exams will be given in June and July; for example, Math 5 can only be taken in June and/or July.
- The student may only attempt each specific course or grade level credit by exam twice.
- If a student fails to earn credit for a grade or course before the beginning of the school year, the student must be enrolled in the grade or course to receive credit.
  - For example, if a student does not receive credit for English III A before the beginning of the school year, the student must be enrolled in English III A.

### **Awarding Credit**

After successful completion of a CBE taken for high school credit, the numerical score earned will be posted to the student's high school transcript and the student will earn high school credit. CBE grades are not factored into grade point average (GPA) for any purpose in accordance with [EIC \(local\)](#). *The transcribed credit will not be calculated into the student's grade point average (GPA) for ranking purposes.*

For intermediate and middle school grades/courses, the student's CBE numerical score will be documented in the student's permanent academic record. Scores that are not meeting the passing standard are not documented in the student's intermediate, middle or high school permanent record.

If a credit by exam is passed, your child will be accelerated. If you do not want your student to accelerate or are not sure you want him/her to accelerate, your child should not take a CBE.

### **Payment**

If the CBE registration deadline is met, there will be no charge to the student. However, there is a cost to the district for both the test and the proctor who monitors the exam. Therefore, please carefully consider the ability to test during the testing window before completing the application. Students who register for an examination and do not take the exam will be required to pay for the cost of the exam, including charges for shipping, handling and proctors. This can cost up to \$75 per exam.

## **Scoring of Credit By Exams**

A district shall accelerate a student in grades 5-8 one grade level if the student meets the following requirements:

1. The student scores 80% or above on a criterion referenced test for the grade level to be skipped in each of the following areas: Language Arts, Mathematics, Science and Social Studies
  - a. The student will take the Social Studies exam first. Once the student receives a passing grade of 80% or higher for Social Studies, the district will then order the other subject exams.
2. A district representation recommends that the student be accelerated and
3. The student's parent or guardian gives written approval of the acceleration.

Exam results will be made available to the counselor after scoring is completed.

Please see your child's counselor to initiate the Credit by Exam Application. The campus counselor, the district testing coordinator and vendor will collaborate in the scheduling of your student's credit by exam.

Students are encouraged to review the study guides linked on the [CSISD CBE website](#).

Resources:

College Station ISD [Intermediate and Middle School Math Sequence Flowchart](#) and [High School Math Sequence Flowchart](#)

## **Additional Considerations**

- Transportation, if necessary, will be the responsibility of the student's parent/guardian.
- Social Maturity - When advancing a course, your child's social and emotional maturity may not match the maturity level of the other students in the course.
- Student Desire - A student should have the desire and drive to accelerate and maintain the workload of the higher level class.
- Teacher/counselor recommendations - Teachers and counselors see your student on a daily basis and may be able to provide additional information regarding whether or not acceleration would be appropriate.
- Course opportunities later in high school - In some situations, accelerating now may put your child in a position where he/she is limited in course options as a high school junior or senior. Make sure you are clear on the ultimate goal of acceleration.
- While CBE scores are not included in your child's grade point average (GPA), some high school courses taken in intermediate and/or middle school are averaged into a child's high school grade point average (GPA) which does impact class ranking. The list can be found on page 4 of the [MS Course Description guide](#).*