

Credit by Examination

The guidelines and procedures listed below will be followed in administering the district's credit by examination program:

1. The primary purpose for credit by examination is to permit a student to be awarded credit for a course due to his/her knowledge of course common curriculum goals or essential learning skills as appropriate without having to enroll in the course;
2. If a student successfully passes examination for a course by the process of credit by examination, he/she shall be given credit for the course and therefore the enrollment requirement for that course, if any will be waived. Credit for the course will be noted on his/her transcript and the course will count toward the graduation requirements, both in total credits (or units) and required course enrollment. (The nature of grades to be used in connection with credit by examination needs to be determined locally);
3. A student may attempt credit by examination for a particular course no more than two times and these attempts may not occur within (one semester);
4. A student may not attempt credit by examination for a course in which he/she is enrolled in;
5. Examinations for credit by examination will be developed by (an examination committee responsible to the principal);
6. The examination may be written or based on physical demonstration of course common curriculum goals or essential learning skills as determined by the examination committee;
7. Examination committees shall determine standards of performance on the tests that will be accepted as evidence of satisfactory completion of course requirements;
8. A student may not attempt credit by examination for a sequential course below the level at which he/she has or is enrolled. (i.e. a student may not attempt credit by examination for general mathematics if he/she is taking or has taken Algebra I);
9. A student must complete the application for credit by examination and submit it to the principal at least one week prior to the date of examination;
10. A district committee or principal and staff shall decide when an appropriate test has been devised to measure course completion equivalency and when a test shall be placed in use.

Application for Credit by Examination

Name of student _____ Graduation date _____ Date _____

I am applying for credit in the following course: _____

I feel that I am qualified to challenge the requirements because the purpose of my challenge is _____

Signature of Student

Approval of Parent

Date

Name of counselor _____

Recommendation _____

Signature of counselor

This application is (approved, disapproved)

Comments _____

Signature of administrator

Date

Confirmation of Credit by Examination

Name of student _____ Course title _____

Date of examination _____

This examination consisted of: _____

Which were successfully completed by the student according to district regulations.

Signature of coordinator

Approval of principal

This credit has been entered on the student's transcript.

Date

Signature of clerk

Completed form to be filed in student's cumulative folder.