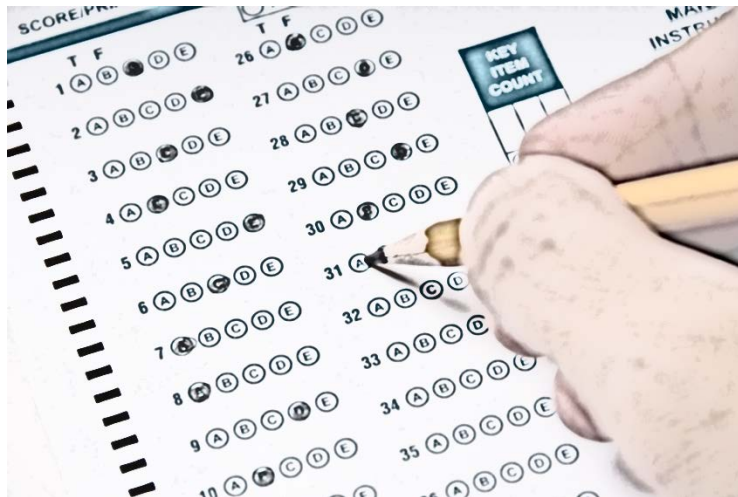


Arlington ISD Credit by Exam (CBE) For Grade Level Acceleration and Course Credit Grades K-12



APPLICATION PACKET 2019-2020

This packet includes:

- Overview of Credit by Exam (CBE) for Grade Level Acceleration and Course Credit (K-12)
 - CBE for Grade Level Acceleration and High School Course Credit (With No Prior Instruction)
 - CBE for Grade Level Acceleration – Grades K-8 (With No Prior Instruction)
 - CBE for Course Credit in Grades 6-12 (With No Prior Instruction)
 - Advanced Placement (AP) Exam or College-Level Examination Program (CLEP) for Course Credit in Grades 6-12 (With No Prior Instruction)
 - CBE for Course Credit Recovery (With Prior Instruction)
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 - Scheduling and Cost for CBE
 - 2019-2020 Credit by Exam Schedule for Grades K-12
- Application for CBE for Grade Level Acceleration – Grades K-8 (With No Prior Instruction)
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CREDIT BY EXAM (CBE) FOR GRADE LEVEL ACCELERATION AND COURSE CREDIT

GRADES K-12

OVERVIEW

Arlington ISD offers exams for acceleration for each primary school grade level (with no prior instruction) and for high school course credit (with no prior instruction and with prior instruction) for students enrolled in AISD. The exams are designed to assess the student's mastery of the Texas Essential Knowledge and Skills (TEKS) for a grade level or course.

Arlington ISD uses state-approved criterion-referenced exams developed by The University of Texas at Austin. In the case of language courses for which a CBE is not available from The University of Texas at Austin, an attempt will be made to secure an exam that meets all of the requirements from another provider. CBEs, with the exception of those for Languages Other Than English (LOTE) academic subjects, are only available in English. Online exams will be utilized for grades 3-12 unless the exam is only available in a paper format. Paper exams will be utilized for students in grades K-2.

Course study guides are available on The University of Texas at Austin website (https://highschool.utexas.edu/cbe_study_guides). Students are encouraged to review the study guides prior to testing.

CBE FOR GRADE LEVEL ACCELERATION & HIGH SCHOOL COURSE CREDIT WITH NO PRIOR INSTRUCTION

The content of each CBE for grade level acceleration or high school course credit with no prior instruction is based on a grade level or course that the student has not taken. Therefore, a high-achieving student in one grade level or subject area may lack the content knowledge to pass a CBE. Student performance and records should indicate a high probability of success for any student wanting to take a CBE.

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

A student who wishes to accelerate a grade level (K-8) in which he or she has had **no prior instruction** may request grade level acceleration through CBE. The student must meet **each** one of the following requirements:

- The student is at least five years old by September 1;
- The student earns a minimum of 80% on **each** of the four content area, district-approved criterion-referenced exams (language arts, mathematics, science, and social studies);
- A school district representative recommends that the student be accelerated;
- The student's parent or guardian gives written approval for the acceleration.

Arlington ISD's Research and Accountability Department determines the appropriate exams to be administered for each student wishing to accelerate a grade level (K-8).

A student may not attempt to accelerate a particular grade by examination more than once.

Placement in a new grade will occur as outlined in the *AISD 2019-2020 Credit by Exam Schedule for Grades K-12* included in this document.

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

A student in grades 6-12 who wishes to earn credit for a high school course or courses in which he or she has had **no prior instruction** may request course acceleration through CBE.

A student enrolled in AISD must take the CBE for course credit for acceleration prior to the beginning of the school year in which the student would ordinarily be required to enroll in that course in accordance with the school district's prescribed course sequence. Otherwise, the student must satisfactorily complete the course to receive credit. A student who enrolls in the district after the beginning of the school year in which the student would ordinarily be required to enroll in that course in accordance with the district's prescribed course sequence may be administered a CBE for course acceleration at any point during the school year.

- The student will be given credit for an academic subject in which he or she has had **no prior instruction** if the student scores a minimum of 80% on the applicable district-approved criterion-referenced subject area exam.
- The student may take a specific subject area CBE for course acceleration only once during each window.
- A student may not attempt to earn credit by examination for a specific high school course more than two times.
- A CBE for course acceleration may not be taken a second time if a passing score was achieved on the first attempt.

If a student earns credit for an exam on which the student scored 80% or higher for an academic subject in which he or she has had no prior instruction, the student's CBE score must be recorded on the student's transcript. The score shall not be included in the calculation of class rank or counted towards the grade point average (GPA). The student is not required to take an applicable end-of-course exam for the course.

Advanced Placement (AP) Exam or College-Level Examination Program (CLEP) for Course Credit in Grades 6-12 (With No Prior Instruction)

Students in grades 6-12 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). The student's counselor can provide additional information regarding course credit earned through an AP exam or CLEP.

CBE FOR COURSE CREDIT RECOVERY WITH PRIOR INSTRUCTION

CBE for Course Credit Recovery in Grades 6-12 (With Prior Instruction)

A student in grades 6-12 who wishes to earn credit for a high school course or courses in which he or she had **prior instruction** and did not receive credit may request course credit recovery through CBE.

- Prior instruction is defined as:
 - A course taken for which credit was not received due to a failing grade or excessive absences;
 - A course taken from a non-accredited school;
 - A course taken from an equivalent agency from another state; or
 - A course taken from an accredited association recognized by the Commissioner of Education

A student will be given credit for a course in which he or she has had **prior instruction** if the student scores a minimum of 70% on the applicable district-approved criterion-referenced subject area exam.

A student may take a specific subject area CBE for course credit recovery only once during each window.

A student may not attempt to earn credit by examination for a specific high school course more than two times.

A CBE for course credit recovery may not be taken a second time if a passing score was achieved on the first attempt.

If a student earns credit for an exam on which the student scored 70% or higher for an academic subject in which he or she has had prior instruction, the student's CBE score must be recorded on the student's transcript. The score shall not be included in the calculation of class rank or counted towards the grade point average (GPA). CBE for credit recovery shall not be used to gain eligibility for participation in extracurricular activities.

SCHEDULING AND COST FOR CBE

CBE for grade level acceleration or course credit is offered during four windows throughout the year. CBEs are administered on the student's campus during the window by a certified educator. CBEs for grade level acceleration or course credit should be scheduled in consultation with the student's counselor and in accordance with the *AISD 2019-2020 Credit by Exam Schedule for Grades K-12* and all CBE guidelines. The application packet for CBEs can be obtained from the student's counselor or from the Arlington ISD website.

High school campuses will order, administer, and return CBEs for their eligible students according to the exam provider's guidelines. The Arlington ISD Research and Accountability Department will order CBEs for eligible students in grades K-8 who register by the appropriate deadline.

CBEs are provided at no cost to the student. While there is no charge to the student to take a CBE, there is a charge to the district for the exam. 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. Therefore, schedules should be carefully considered prior to registration to ensure the student can be available each day of the testing window.

ARLINGTON ISD
2019 – 2020 Credit by Exam Schedule for Grades K-12

Window	Registration Deadline	Administration Window	Grades K-8 Grade Placement Guidelines	Grades 6-12 Award of Credit for HS Course
One	August 9	August 26 – September 6	CBEs given during this window are for acceleration through the current grade level; Placement in a new grade will occur upon meeting all requirements.	Appropriate campus personnel will add course credit to the transcript.
Two	September 20	October 7 - 18	CBEs given during this window are for acceleration through the current grade level; Placement in a new grade will occur upon meeting all requirements.	Appropriate campus personnel will add course credit to the transcript.
Three (Grades 9-12 Only)	December 19	January 6 - 17	N/A	Appropriate campus personnel will add course credit to the transcript.
Three (Grades K-8 Only)	March 6	March 23 – April 3	CBEs given during this window are for acceleration through the next grade level; Placement in a new grade will occur at the beginning of the next school year if all requirements have been met.	Appropriate campus personnel will add course credit to the transcript.
Four	May 8	May 26 - June 5	CBEs given during this window are for acceleration through the next grade level; Placement in a new grade will occur at the beginning of the next school year if all requirements have been met.	Appropriate campus personnel will add course credit to the transcript.



Date Application Submitted _____
 Testing Window 1 2 3 4
 (Circle One)

**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. #

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

Assessment	Score	STAAR Test	Achievement Score Level			
			Math	Reading	Writing	Science
Reading Screener:		3 rd				
Math Screener:		4 th				
ITBS/Logramos:		5 th				
CogAT:		6 th				
Other:		7 th				

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.

 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 according to the placement guidelines on the Arlington ISD CBE Schedule: _____

Grade Level

Campus Administrator Signature

Printed Name

Date

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 submitted on the electronic form provided by the Research and Accountability Department.

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.



Date Application Submitted _____
 Testing Window 1 2 3 4 Other
 (Circle One)

**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 During the Specified Window	
	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.

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.

Parent/Guardian/Adult Student Signature Printed Name Date

PART THREE (to be completed and signed by the **Campus CBE Coordinator** after testing has been completed)

Course/Subject Tested	Date Tested*	Reason for Exam		Score (Percentage)	Meets Requirements To Receive Credit	
		Acceleration (No Prior Instruction)	Recovery (Prior Instruction)		Yes	No
					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 the electronic form provided by the Research and Accountability Department.

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.