

**Test Selection**

The Superintendent or designee will be responsible for development or selection of tests to be used to grant credit to students who have had prior instruction in a subject area or grade level. Whether tests are developed by the District or purchased from a State Board of Education-approved university or other appropriate source, each examination will thoroughly test the essential knowledge and skills in the applicable grade level or subject area.

**Test Dates**

The District provides four testing windows: one between January 1 and March 31, one between April 1 and June 30, one between July 1 and September 30, and one between October 1 and December 31 when examinations for credit validation are administered for grades 6–12. The office of system-wide testing will set test administration dates and application deadlines annually.

**Eligibility  
Requirements**

To be eligible to earn credit by examination, a student must have had prior instruction in the subject or course, as defined in this regulation on the basis of a review of the student's educational records.

"Prior instruction" as defined by the District will include:

1. Homeschooling with proof of completed work; or
2. Enrollment in a nonaccredited public, private, or parochial school as verified by an official school transcript.

**Registration  
Procedures**

A student who has received prior instruction in a subject area may be offered an opportunity to take credit by examination for credit recovery or validation of credit. [See EHDB(LOCAL)]

The signature of a campus administrator or designee must be obtained as verification that the student's records indicate prior instruction in the course. Credit by examination registration forms will require a parent signature. Counselors or registrars will submit in accordance with scheduled deadlines required applications and appropriate forms for credit by examination testing to the office of systemwide testing.

A student may be scheduled for courses in the next sequence level of the subject area in which he or she is being tested. A student desiring validation of high school credits must complete all tests for credit by examination within 18 weeks of enrollment.

If the student does not receive a passing score on the credit by examination with prior instruction administered by the District and does not retake the examination at his or her own expense through one of the university centers, the student will be enrolled in the specific course in the District for which he or she tested but did not receive credit.

**Fees** A student who meets the District's criteria for credit by examination with prior instruction will not be charged a fee for an administration by the District on a designated testing date.

With principal approval, a student may take examinations for credit from the University of Texas at Austin or Texas Tech University at his or her own expense at other times during the school year.

**Passing Score** With the written approval of the parent and the principal, a student in grades 1–5 (or 6) in elementary school, who scores 70 percent or above on a District-approved test that covers the essential knowledge and skills in the specified course or subject area, may receive credit for mastery of a subject at the elementary level.

With the written approval of the parent and the principal, a student in grades 6–12 at a secondary school, who scores 70 percent or above on a District-approved test that covers the essential knowledge and skills, will receive credit for the academic course at the secondary level.

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**Note:** Students validating a credit in an EOC course through credit by examination are still required to pass the EOC assessment for that course.

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**Non-LOTE Courses  
(Languages Other  
Than English)**

“Prior instruction” for Languages other than English (non-LOTE) courses, as defined by the District, will include:

1. Enrollment in a nonaccredited public, private, or parochial school, or homeschooling program, as verified by an official school transcript/record; or as evidenced by a student work portfolio that may include: course syllabus, work samples, completed culminating examination, and list of resources (textbooks, websites, and the like);
2. For a semester course (18 weeks), proof of at least nine weeks of classroom instruction; or
3. Proof of completion of half of the required lessons of a correspondence course.

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**Note:** Previous administrations of credit by examination do not constitute prior instruction.

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**LOTE Courses  
(Languages Other  
Than English)**

For LOTE participation in credit by examination only, prior instruction is defined as the student's having received documented formal instruction at any point in his or her educational career.

Examples include the following:

1. The student had prior instruction in an elementary Spanish or bilingual program;
2. The student studied Spanish in another country; or
3. The student was enrolled in an after-school or summer program, or the like.

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**Note:** Tests used for determining LOTE-level course placement, such as the National Spanish Examination, will not be administered for the purpose of credit recovery or award of course credit.

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### **Recording Credit**

A failing score on credit by examination will not be recorded on the transcript. A passing credit by examination grade will not be year-long averaged with a failing credit by examination grade for award of credit.

A passing grade earned through credit by examination may be yearlong averaged with grades earned in the classroom, traditional setting, or credit recovery programs. [See EIA(REGULATION)]

A credit earned through credit by examination will be recorded on the transcript as a nonweighted course. [See EIA(REGULATION)]

An examination score for a high school course will be used in computing the student's grade point average (GPA) and rank in class. [See EIC(LOCAL)]

### **Retesting**

If the student does not receive a passing score on the credit by examination with prior instruction administered by the District, the student may retest one time for the failed test at his or her own expense through one of the university centers.

A student will not be permitted to rescind a request for credit through credit by examination once the test has been completed. A student will not be permitted to retake credit by examination tests for a higher grade once the student has met minimum passing standards, nor will the student be permitted to take credit by examination for the purpose of earning a higher grade to replace an existing passing grade in a course. [See EIA(REGULATION) and FD(REGULATION)]

### **Establishing Technology Applications Credit**

A District student participating in a coherent sequence of career and technical education courses may demonstrate proficiency and earn credit through credit by examination. College and career preparatory programs have developed coherent sequences of study in coordination with instructional technology that will prepare students to meet the technology applications graduation requirement.

ALTERNATIVE METHODS FOR EARNING CREDIT  
CREDIT BY EXAMINATION WITH PRIOR INSTRUCTION

EHDB  
(REGULATION)

Procedures for  
Earning Course  
Credit and Exam  
Schedule

A District student may, with campus approval, take the appropriate District-approved credit by examination during the second semester but not prior to the ninth week of the second semester of the second course in the sequence for the purpose of establishing technology applications course credit.

Passing Score

When a student has earned a minimum score of 70 on the examination, credit will be awarded for the appropriate technology applications course. The grade recorded on the transcript will be the credit by examination grade and will be included in computing the student's GPA and rank in class. [See EIC(LOCAL)]

A student who does not meet the passing standard must enroll in a course that satisfies the technology applications graduation credit. [See EIF (EXHIBIT)]