

**Credit by Exam  
Grades 6-12**

The principal or designee or the attendance committee, as applicable, shall have authority to offer a student the opportunity to demonstrate mastery in a subject or to earn course credit by examination when the student has had prior instruction in a subject and when:

1. The student is enrolling in the School from a nonaccredited school [see FD];
2. The student has failed a subject or course; or
3. The student has earned a passing grade in a subject or course but has failed to earn credit because of excessive absences.

In accordance with local policy, a student in any of grades 6–12 may be given credit for an academic subject in which he or she had some prior instruction if the student scores 70 percent on a criterion-referenced test approved by the board for the applicable course. 19 TAC 74.24(c)(9)

**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 School 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 School shall determine testing windows to include the summer months so that appropriate scheduling can occur.

The School will provide opportunities for a student who is homeless or in substitute care who transfers to TSD after the start of the school year to be administered a CBE at any point during the school year.

**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 TSD 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.

The signature of the TSD Instructional Data Analyst, Director of Instruction, or designee must be obtained as verification that the student's records indicate prior instruction in the course.

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 the first 6 weeks of enrollment.

If the student does not receive a passing score on the credit by examination with prior instruction administered by the School 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 for which he or she tested but did not receive credit.

**Fees**

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

**Passing Score on State Assessment**

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 School-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 earning a credit through the Credit by exam option in an EOC course are still required to take the EOC assessment for that course (if they have not already done so).

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**Recording Credit**

A failing score on an examination will not be recorded on the transcript. A passing examination grade will not be calculated into the student's final yearly grades.

A credit earned through credit by examination will be recorded on the transcript as completed course.

**Retesting**

If the student does not receive a passing score on the credit by examination with prior instruction administered by the School, the student may retest one time for the failed test at his or her own expense through one of the university centers. If the student fails the exam, the student will then be required to take the course in order to earn the credit.

A student will not be permitted to rescind a request for credit through credit by examination once the test has been completed.