

Lamar CISD  
079901

ADMINISTRATIVE PROCEDURES  
FOR CREDIT BY EXAM

REGULATION  
EHDB & EHDC

Each campus will need to follow the procedures below for Credit by Exams:

1. Per Board Policy, all Credit by Exams must be ordered from either the University of Texas or Texas Tech University. The administration of locally developed Credit by Exams is prohibited unless otherwise noted below.
2. Parents interested by Credit by Exam shall be counseled by the principal or the principal's designee. In order to allow sufficient ordering time, applications should be processed by the school no more than ten business days prior to the exam.
3. Unless otherwise noted, no more than two Credit by Exams may be ordered during one testing window, as indicated on the local testing calendar. Exceptions include:
  - Students new to LCISD coming from unaccredited schools.
  - Seniors in danger of not graduating.
  - Students taking credit by exams to accelerate a grade, after passing the first two exams in sequence (see number three below).
  - If a parent wishes to purchase additional Credit by Exams, they may choose to do so by paying the institutional rate (see number seven below).
4. For all grades and courses covered by Board Policy EHDC (Without Prior Instruction), Credit by Exams will be ordered and administered sequentially.
  - In grades K-8, math and/or science will be administered before English Language Arts and/or social studies.
  - For courses leading to high school credit, Credit by Exams will be ordered and administered by the first then second semester.
5. All Credit by Exams will be given during the designated testing windows as indicated on the local assessment calendar. Exceptions may be granted for students new to the district, students transferring from unaccredited schools, or seniors in danger of not graduating.
6. Each campus will order CBE(s) using a campus purchasing card.
7. Each time an order is placed for a CBE(s), a Campus Order form is required. Please see LamarNet > Research and Accountability > Credit by Exam Ordering form.
8. Each High School and Junior High campus will be allotted funds from Research and Accountability to pay for Credit by Exams.
  - A campus budget code must exist for the allotment to be transferred. The following code will be used: 1990-31-6339. A campus can contact the Budget and Treasury Officer (ext. 0179) to establish this code.
  - Campuses that exceed the allotment will be reimbursed at the end of the fiscal year, only if additional funds are available.
  - When parents must pay for exams, payments for CBEs will be deposited into these accounts so that parents do not have to pay over the cost of the institutional rate.
9. Elementary and Middle School campuses will order Credit by Exams by contacting Research & Accountability directly.
10. All Credit by Exams will be administered by the student's home campus.

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Credit by Exam With Prior  
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#### ELIGIBILITY

Students in grades 9-12 who have received previous formal instruction in Board-designated courses that have an aligned, taught, written, and tested curriculum and do not have credit in such courses shall be eligible to earn credit through Credit by Examination with Prior Instruction (CBE/PI). This option shall be available once for each course to validate student attainment of the essential knowledge and skills.

#### HIGH SCHOOL

To be eligible for CBE/PI, a student shall:

1. Meet enrollment criteria for the District.
2. Be in grades 9-12.
3. Have prior formal instruction in the courses.
  - Students that fail a course below 60 percent are ineligible.
  - Students currently failing the first semester of a two semester course must attempt yearly averaging, unless the student is a senior in danger of not graduating.
4. Not have taken the CBE/PI test for the course before, and
5. Not be using CBE/PI to gain UIL eligibility.
6. Students entering from a foreign country will receive credits based on evaluation of transcripts or other documentation presented.
7. In order to receive credit, the student shall score a grade of 70 percent or better on the examination. Any scores of 70 percent or higher shall be posted on the academic achievement record. Any score lower than 70 percent shall not be posted on the academic achievement record.
8. Fees may be assessed for students using CBE/PI that are not in immediate danger of not graduating.

#### GRADES K-8

For students in grades K-8 with inadequate records from non-accredited public, private, or parochial schools, including homeschools, or foreign countries, the District shall use a variety of means to determine grade-level placement. These means may include, but are not limited to:

1. Age appropriateness of the placement.
2. Any pertinent records from the prior institution.

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3. For first grade, procedures may include confirmation of Kindergarten readiness skills as outlined below in Administrative Regulation EHDC.
4. For grades 2-8, procedures may include the administration of released state and local assessments to measure the student's readiness skills within the local and state curriculum.
5. For students entering from a foreign country, placement shall additionally include evaluation of documentation presented from any non-U.S. public or private school
6. If a parent requests or the principal recommends testing to confirm academic skills (see number four above) the student must pass at either the current STAAR passing standard or 70 percent.

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KINDERGARTEN

To be eligible for Kindergarten advancement, a child must be five years old on or before September 1 of the current or upcoming school year.

1. Students tested for Kindergarten acceleration will be administered two criterion referenced tests covering the Texas Essential Knowledge and Skills for math and English Language Arts from either the University of Texas or Texas Tech University.
2. Math will be administered before English Language Arts.
3. A child shall master each test with at least 80% of the questions correct.

GRADES 1-8

Acceleration to the next grade on the basis of a score of 80 percent or above on criterion-referenced tests that cover the essential knowledge and skills in each of the following areas: English Language Arts, mathematics, social studies, and science.

1. Students will be administered four criterion referenced tests covering the grade level Texas Essential Knowledge and Skills from either the University of Texas or Texas Tech University.
2. Students will be administered the math or science test before the social studies or English Language Arts.

HIGH SCHOOL

The Superintendent or designee shall award course credit for an academic subject in which the student has had no prior instruction on the basis of a score of 80 percent or above on a criterion-referenced examination for acceleration for the applicable course.

Only two Credit by Exam tests shall be ordered during each window. Per state law, students only have two opportunities to take a Credit by Exam for first time credit.

FEES

No fees shall be assessed for Credit by Exams Without Prior Instruction when students: adhere to the two tests per window policy; are confirming credits from an unaccredited institution; accelerate a grade level; or are seniors in immediate danger of not graduating.

Parents may purchase additional Credit by Exams at the institutional rate from either the University of Texas or Texas Tech University with the assistance of district staff.

SUBSTITUTE  
ASSESSMENTS

Per TEC 25.092 and 28.023, students may be awarded high school course credit for College Board Advanced Placement (AP) exam scores of 3 or above or College-Level Examination Program (CLEP) scores of 50% or above.

In order to be eligible, the student must:

1. Take an AP or CLEP exam in an area that matches a course in the LCISD course offerings.
2. Submit a request to substitute an assessment for a course credit with the registrar of their high school campus no later than the January window for Credit by Exam as defined by the local testing calendar.
3. Submit a copy of the pertinent test scores to their high school registrar/

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