Credit By Examination (CBE) Guidelines

Gatesville ISD offers examinations for acceleration at every grade level and for every content area in grades K-12. Acceleration provides an opportunity to earn grade level or course credit in which no prior formal instruction was completed. Acceleration is designed for a very small percentage of learners who have both the academic and emotional need to advance a course.

Grades K-5

1. The student scores 80 or above on a criterion referenced test for the grade level to be skipped in each of the following areas: language arts, mathematics, science, and social studies;
2. A district representative recommends the student be accelerated; and
3. The student’s parents or guardian gives written approval of the acceleration.

Grades 6-12

A student in grade 6 or above will earn course credit with no prior instruction if a student scores:
1. An 80 or higher on a criterion referenced test approved by the board
2. A scaled score of 50 or higher on an exam administered through the College Level Examination Program (CLEP)
3. A score of 3 or higher on a College Board Advanced Placement (AP) exam

If a student fails to earn credit by examination for a specific course before 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, the student must satisfactorily complete the course to receive credit TEC 74.24(6). A student may not attempt to earn credit by examination for a specific high school course more than two times TEC 74.24(7). Students may only accelerate in one course per subject per testing window. (Ex: a 6th grade math assessment and a 7th grade math assessment cannot be taken in the same testing window)

The district may or may not honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test during an alternate time frame, the student’s parents will be responsible for the cost of the exam.

To register for acceleration examinations, contact the campus counselor for registration information.

Gatesville ISD offers credit by exam opportunities during the following windows:

<table>
<thead>
<tr>
<th>Credit by Exam Window</th>
<th>Registration Window</th>
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<tbody>
<tr>
<td>2nd week of June</td>
<td>Last week of April - 1st week of May</td>
</tr>
<tr>
<td>3rd week of August</td>
<td>Last 2 weeks of July</td>
</tr>
<tr>
<td>Last week of November</td>
<td>Last 2 weeks of October</td>
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<td>Last week of February</td>
<td>Last 2 weeks of January</td>
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New students must make arrangements within the first 5 days of enrollment.

Study guides are available from Texas Tech at https://www.depts.ttu.edu/ttuisd/cbe_review_sheets.php and University of Texas at https://highschool.utexas.edu/cbe_study_guides.php

Students who take any CLEP test must see campus counselor for district-approved credit. Below is the conversion chart for students who take a College Board Advanced Placement (AP) test without taking the course and score a three or higher.
<table>
<thead>
<tr>
<th>Score of AP Test</th>
<th>Numerical Grade</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>80</td>
<td>B-</td>
</tr>
<tr>
<td>4</td>
<td>90</td>
<td>A-</td>
</tr>
<tr>
<td>5</td>
<td>100</td>
<td>A+</td>
</tr>
</tbody>
</table>

**Credit Recovery Grades 6-12**
A student who has received prior instruction in a course, but did not receive credit for it, may, in circumstances determined by the teacher, counselor, principal, and/or attendance committee, be permitted by the district to earn credit by exam. A student enrolling from a non-accredited school may be permitted to take a CBE to earn credit. A student must score 70 or above on the exam. A student may not use the exam to regain eligibility to participate in extracurricular activities. For further information, see the counselor.

**Awarding Credit**
After successful completion of a CBE taken for high school credit, the numerical score will be posted to the student’s transcript and the student will earn high school credit. A credit by exam will not be calculated into the student’s grade point average (GPA) for ranking purposes.

**Payment**
- Prior Instruction: Students who register for Credit by Exam with prior instruction will be responsible for the cost of the exam.
- Acceleration: There is no charge to take the exam. Students who register for an examination and do not take the exam will be required to pay for the cost of procuring the examination.

**Credit By Exam (CBE) Application**

Application Return: Return application to Campus Counselor

Test Date: Provided by Campus

Date Application Received: ______________
The purpose of the Exam for Acceleration is to allow students to earn credit for courses in which they have NOT had prior instruction, advance in grade level of progress to courses that challenge them without having to take prerequisites that cover information they already know. This service is offered free of charge to students without prior instruction. Please complete the information below:

Student Last Name: ___________________________ First ___________________________ MI ______  
DOB: ___________ Age: _______ Current Grade: _________ Campus: ____________________________  
Does the student have a Section 504 Plan or an Individual Education Plan that requires test accommodations? ___ Yes ___ No  
(Note: If you are unsure about this question, please ask your school counselor.)

Exam for Acceleration

Please indicate below whether you are applying for a grade level advancement or for credit in specific subject areas.

Grades K-5
___ I wish to have my child skip a grade level and advance to the next grade level.  
Has there been previous instruction in these courses? ___ Yes ___ No

Grades 6-12
___ I wish to have my child tested to receive credit in the following academic subject(s):

<table>
<thead>
<tr>
<th>Subject</th>
<th>Semester</th>
<th>Has there been previous instruction in the course?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Yes ___ No</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
</tr>
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Credit by Exam Window | Registration Window
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Parent Name ___________________________________________ Parent Signature ___________________________ Date ___________________________

Student Name ___________________________________________ Student Signature ___________________________ Date ___________________________
By signing this application, parents are providing GISD written approval for acceleration. Should all requirements of §74.24 be met, students will be accelerated onto the next grade level or be given credit in the subject tested.

Students who register for an examination and do not take the exam will be assessed a fine equal to the cost of procuring the examination, including charges for shipping and handling. Students who register for Credit by Exam with prior instruction will be responsible for the cost of the exam. Fees must be paid at the time of registration. Your child’s counselor will contact you with testing day and time. If you need further assistance, contact your campus counselor.

__________________________________________  ___________
Counselor                                      Date

__________________________________________  ___________
Principal                                      Date

__________________________________________  ___________
Asst. Supt./Exec. Dir - Curr. Dept.            Date