

## Guidelines for Alternative Scheduling Exams for Acceleration

With approval from your campus principal and the HPISD Director of Assessment, families have the ability to schedule Exams for Acceleration with an approved test proctoring location outside of HPISD. The responsibility for exam cost, exam ordering and exam scheduling is the responsibility of the requesting family. **Results of student exams MUST be received BEFORE the first day of school in order to assure accurate course placement for the coming school year.**

### Proctoring Locations near HPISD:

- SMU Testing Center
- University of Dallas Testing Center
- University of Texas – Dallas Testing Center
- You may contact UT Exam for acceleration office at 512-232-5000 to inquire about other testing locations

### Procedures for Ordering Exams:

- Complete the HPISD Exam for acceleration request form.
  - Receive all signatures by appropriate campus personnel
  - In place of requested date for exam write: Out of district proctor, list name of testing location and scheduled date for the exam
- Confirm test proctoring location - this information will be needed to complete the UT exam request form
- Contact UT Exam for acceleration office at 512-232-5000 or [https://highschool.utexas.edu/credit\\_by\\_exam.php](https://highschool.utexas.edu/credit_by_exam.php)
  - Advise UT you will be requesting exam for acceleration for the desired subject/ courses
    - K-6 must take exams in all core subject areas (math, reading, science, and social studies) in order to be promoted a grade level
    - Most HS courses have 2 components – semester 1 and semester 2
    - Passing score is 90 or above
  - Complete the online UT exam for acceleration request form: <https://utexas.app.box.com/v/uths-indv-std>
    - Fully complete “Testing Site Information”
    - “Registration Approved By” information requires the HPISD UTEID
      - Contact Dr. Stephanie Brown or Sharon Booth at 214-780-3000 to receive this information and to obtain signature
  - Submit payment for exams to UT High School

### UT Approval Process

“Upon receipt of this completed and signed Proctor Agreement Form, the UT High School will review it. If approved, the UT High School will process your exam request within three business days and then send you an email confirming that your exam information has been sent to your approved alternate testing site and proctor. If not approved, we will contact you by phone or email.”

### Procedures for testing, scoring and receiving results:

UT High School will send exams directly to the test proctoring location. We advise you confirm test-day specifics such as arrival time, procedures for breaks, calculator policies, etc. with the proctoring location. The test proctors will submit exams to UT for scoring. UT will send score reports directly to HPISD Assessment office. Families will be notified via email once results are received.