

San Antonio Independent School District
1811 S. Laredo San Antonio, Texas 78207
Telephone (210) 228-0055 Fax (210) 299-1007

Testing Department

**ACTION
REQUIRED**

TO: All Principals
FROM: Leslie Stephens, Director of Testing
SUBJECT: Fall 2011 Registration for SAISD Credit by Examination
DATE: August 22, 2011

Districts are required by state law **Education Code 28.023, 19 TAC 74.24** and current State Board of Education rules to provide Credit by Examination (CBE) twice per year. Using CBE, an eligible student may take an approved exam covering the essential knowledge and skills for a grade or course in which he/she has had **NO PRIOR FORMAL INSTRUCTION**. For secondary courses, each semester of a one-credit course is tested with a separate exam; therefore, a student must earn at least 90% on both semester exams to pass the course. For grades K-8, a student must take **four exams** – language arts/reading, math, science, social studies – and must earn **at least 90% on all four to advance** to the next grade level.

Reminder: Languages other than English exams should follow Administrative Procedure E32, Student Placement and Credentialing for LOTE. They should not take CBE.

SAISD CBE

CBE is offered to students currently in grades K-12 as defined in Procedure E10 available for review online at: <http://www.saisd.net/adminproc/index>. Carefully read this procedure for administering the tests as well as for awarding credit.

Student testing for promotional purposes will be done during the fall window, October 10-14. Makeup exams or substitutions will only be allowed on the final day of testing, October 14, 2011. There will be a limit of 1 elective course exam for students 10th grade and below. **Priority will be given to students in grades 11 and 12.**

All costs will be paid by the Testing Office with no charge to parents. Schools will be responsible for the cost of any CBE test for students who are enrolled at the time of testing who do not test.

Both sides of the application form must be completed, signed and kept on file at the campus. Note that school personnel signing the application on side two are certifying that the student has not taken course/grade previously and are approving the recommendation for the student to earn credit by examination. The parent/guardian must approve the application by signing on side one.

All coordinators who order tests will be required to input the application information into an Excel spreadsheet. Contact the Testing Department, Daniel Pacheco, to get a copy of the blank CBE Excel Spreadsheet. **The Excel file must be received by the Testing Office by 4:30 p.m. September 2.** The registration form is attached.

The time line for Credit by Examination will be as follows:

September 2	Credit by Examination Excel file due by 4:30 p.m.
October 3-7	Schools will be notified to pickup exams.
October 10- 14	Exams administered at schools.
October 14	All CBE materials returned to the Testing Office by 4:00 p.m.
Late November	CBE results returned.

Review sheets are available from the Texas Tech. The website address is:

[http://www.depts.ttu.edu/ode/cbereview/.](http://www.depts.ttu.edu/ode/cbereview/)

CBE tests must remain secure during the time they are assigned to your school. When not in use, they must be kept in locked storage. Those responsible for the tests must verify all counts of testing materials. If you have any problems downloading the review materials or have any other questions, including limits on number of tests, call the Testing Office at 228-0055.



**APPLICATION FOR CREDIT BY EXAMINATION
Fall 2011 Registration**

Student information - To be completed by student and parent (**Print or Type the information below**)

Student Name:		Date:
Student SS #:		Student ID:
Current School:		
Current Grade:		

Middle or High School:

Course/s and semesters for which exam requested, see courses listed in administrative guidelines. Write the course name and circle which semester(s) below.

Course	Semester	Course	Semester	Course	Semester
_____	1 2	_____	1 2	_____	1 2

Elementary School:

Grade for which exams are requested _____

Signature of Parent/Guardian

Phone Number

NOTE: If the student passes each essential knowledge and skills exam with a grade of 90 % or above in core courses (English, math, science, social studies) or 80% or above in elective courses (foreign language, health), credit will be awarded. Each passing score will be posted on the cumulative record as the grade for the course/s and will be used to calculate grade point average. Testing for grade advancement should be done in the spring. Any exceptions must be cleared with the Testing Office.

BACK OF APPLICATION MUST BE COMPLETED BY SCHOOL PERSONNEL.
Form may be duplicated. Form may be faxed to the Testing Office at (210) 299-1007.

FOR SCHOOL USE ONLY

Credit by Examination Eligibility:

I certify that the student has not been enrolled, previously or currently, for formal instruction in the course/grade level.

I certify that the student awarded credit through CBE realizes that there is no guarantee of availability for the next level course.

I concur with the recommendation for the student to earn credit by examination for the subject/grade specified.

Released TAKS administered - if applicable

Test grade/subject	# items correct/# possible	% correct
_____	_____	_____

Signatures:

Principal

Counselor

Teacher (Optional)