

**MOSCOW SECONDARY SCHOOLS’
CREDIT BY EXAMINATION**

(Refer to Policy 6125.00)

General Assumptions:

The purpose of taking courses is to develop skills, knowledge and competence based on course content and activities.

- Students vary in their previous knowledge, skills, and competence in subjects and must be allowed to advance as much as possible at their own rate.
- Students must be given an opportunity to explore areas of interest if they can demonstrate knowledge, skills, and competence in prerequisite or required courses.
- Testing out is not allowed in such performance courses as PE, drama, speech, chorus, art, or lab sciences.
- Testing will be provided in early August, early January, and late April of each year, as requested by students/parents. Credit by Examination applications must be received by the principal three (3) weeks prior to the beginning of the semester in which the student wants credit applied.
- Testing for any course is allowed once. Credit will be granted for a grade of A, B, or C.
- Testing of a course already taken is not permitted except in the case of Algebra I, Algebra II, Geometry, Spanish I, and Spanish II taken in the 7th or 8th grade. These courses, however, will be posted on the grade 9 transcript upon written request of the parent. In lieu of an “examination,” the assessments utilized throughout the course will be used to determine the grade that is posted with the credits. These credits will apply to graduation requirements and the grades will be included in the GPA for the student. These courses will not be listed as “credit by examination.”
- The NCAA does not recognize credits by examination for the purpose of eligibility.

Procedures

1. The student completes the Credit by Examination application available from the school counselor and submits the \$100.00 per course processing fee and the application to the counselor. The fee is non-refundable. State guidelines, course textbooks, and course syllabi will be located in the school library.
2. The counselor sends a copy of the syllabus, the original application and the check to the high school principal. If a test has already been developed, the high school principal will review its contents with the department to ensure that the test still reflects course requirements. If a test has not been developed, the high school principal will work with teacher(s) to develop the test outline and test procedure that will provide students with an opportunity to demonstrate competence, and identify passing and grade requirements.
3. The high school principal will coordinate the administration and grading of the test. Exams will be given outside of the regular school day.
4. The Counselor and Registrar will be notified in writing of the results of the test. The Counselor will notify the student and parent of the results of the test. The student may opt, with parent’s written permission, to take the course in lieu of a C grade earned on the test. If a D or F is earned on the test, the course must be taken to earn credit.
5. The letter grade of A, B, or C assigned by the test results will be posted on the student’s transcript with a footnote that such grade and credit was earned by examination.
6. The last grade posted for a course is the grade of record. (7-18-02)