TYLER ISD
SUCCESSFUL STUDENT OUTCOMES

Tyler ISD

Policies & Procedures
For the Administration of
Credit By Exam

2022-2023 DISTRICT EXAM SESSIONS
October 3-7, 2022
January 9-13, 2023
June 12-16, 2023
July 17-21, 2023

Dates Board Approved --

Credit By Exam Administrative Policy & Procedures

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Instructional Student Services Department

Credit by Exam (CBE) & Exams for Acceleration (EA)
Administrative Procedures

I.   2022-2023 Exam Dates

A. In accordance with guidelines set by the Texas Education Agency (TEA), Credit by Exams (CBE) are offered to Tyler students four times during the academic year. The sessions listed in the chart below are published in the current Tyler ISD Student/Parent Handbook, on the District website, and in the 2021 - 2022 Assessment Brochure.

STUDENT DEADLINE	CAMPUS DEADLINE	EXAM DATES
August 29, 2022	September 12, 2022	October 3-7, 2022
December 5, 2022	December 12 2022	January 9-13, 2023
May 15, 2023	May 22, 2023	June 12-16, 2023
June 12, 2023	June 23, 2023	July 17-21, 2023

II.   TYLER Credit By Exam procedures align with Board Policy that address Alternative Methods for Earning Credit:

A. EHDB (LEGAL) & EHDB (LOCAL) - Credit By Examination <u>With Prior Instruction</u>
B. EHDC (LEGAL) & EHDC (LOCAL) - Credit By Examination <u>Without Prior Instruction</u>

III.   What Is A Credit By Exam (CBE)?

A. The Texas State Board Of Education mandates all Texas school districts to offer examinations for acceleration at every grade level and for every subject area offered in grades K – 12. The Credit by Exam process provides students with an opportunity to advance to the next course once they have received credit.

B. University of Texas @ Austin under the name of University of Texas High School offers a wide array of exams that match the needs of students attend classes in the Tyler I. S. D.

IV.   Credit by Exam Policy Provisions

A. **TEA policy §74.24 Credit by Exams (c)(6)**: states a student may not attempt to earn credit by examination for a specific high school course more than two times. Credit by Exam for Algebra 1, Biology, English 1, English 2, and United States History are only available for students with prior instruction as these courses are assessed by STAAR EOC as a graduation requirement

B. Tyler I. S. D. will offer qualified students who have <u>prior instruction</u> the opportunity to recover lost credit for Algebra 1, Biology, English 1, English 2, and United States History at the expense of the student.

C. For more information about this policy change, please visit:
http://ritter.tea.state.tx.us/rules/tac/chapter074/ch074c.html #74.24

V.   Application Process

A. The CBE application can be initiated by any stakeholder in the Tyler Learning Community to include, administrators, counselors, faculty, parents and students. Blank applications are available on each campus. See the campus counselor.

1. Interested applicants should make an appointment to meet with his or her counselor to discuss the best plan needed to meet individual academic goals. The counselor will establish the purpose of the student participation (acceleration or credit recovery).
2. All applications must be validated by the student's current counselor against the applicant's official school records and current class schedule who will indicate the purpose of the CBE (acceleration or credit recovery).
3. The Counselor will present all validated applications to the campus Principal or Principal Designee for approval.
4. A student conference will be arranged by the CBE/CTC Coordinator to explain the remaining steps needed to complete the application process.
    a. All applications are required to be signed by the student and the student's parent/guardian and returned to the CBE/CTC Coordinator by the student on or before the published "student deadline."
        1) Students taking a CBE for the purpose of **credit recovery** must submit payment of $35.00 per semester exam with the signed application.
        2) Students taking a CBE for course acceleration do not submit exam fees.
5. The designated CBE/CTC Coordinator is required to submit completed applications to the District Testing Coordinator on or before the published "campus deadline."
    a. All fees collected for applications for Credit Recovery must be submitted with the application to the DTC.
    b. Late Applications will be returned to the CBE/CTC Coordinator and assessments will not be ordered.

VI.   How Does the Campus Counselor Determine If a Student Qualifies to take a CBE for Acceleration or Credit Recovery?

A. A campus official (Counselor, Principal, and/or Assistant Principal) must first determine which the type of assessment a student qualifies to take before presenting the opportunity to the student and his/her parent/guardian for consideration.

1. **Grades K -**Students are required to successfully complete CBEs in **all** four cores, language arts, mathematics, science, and social studies with the goal of accelerating or skipping a grade level. Other criteria for acceleration may include scores on readiness tests or achievement tests, recommendation of the kindergarten or preschool that the student has attended, chronological age and observed social and emotional development of the student, and other criteria deems appropriate by the principal and Superintendent.
2. **Grades 1-8** Students are required to successfully complete CBEs in **all** four cores, language arts, mathematics, science, and social studies with the goal of accelerating or skipping a grade level.
3. **High School, Grades 9 – 12:** students can earn course credit two ways when taking a CBE.
    a. **CBE for Acceleration (EA)** – A student has not received formal instruction in the course and takes the exam for credit. **The student must earn a minimum score of 80 on the CBE to qualify for acceleration.**
    b. **CBE for Credit Recovery** – A student completed course work under formal instruction and did not earn credit for the course either due to excessive absences or incomplete work. **The student must earn a minimum score of 70 on the CBE to receive course credit.**

SAMPLE DECISIONS FOR DETERMINATION

<u>Scenario 1</u>: A student submits an application to take a credit by exam for both semester A & B of Spanish II. The campus representative verifies that the student was enrolled in Spanish II both semesters and was not given credit for the course work. The student qualifies to take the Spanish II exam as method of credit recovery for a total of $35 per semester or $70 for the full year.

Administrative Considerations:

The principal, designee, or the attendance committee as applicable, has the authority to offer a student the opportunity to demonstrate mastery in a subject or to earn course credit by examination when the student has had prior instruction in a subject. For example:
- The student is enrolling in the District from a non-accredited school [see FD];
- The student has failed a subject or course due to missing assignments; or
- The student has earned a passing grade in a subject or course but has failed to earn credit because of excessive absences [see FEC].

<u>Scenario 2</u>: It is early December, and the elementary Principal approaches the parents of a second grade student to seek parental permission for school officials to administer third grade CBEs to their son who has revealed academic promise coupled with displaying signs of boredom in his current second grade classroom. The Principal explains that since their child has not received formal instruction at the third grade level, the student qualifies to take the third grade CBE in language arts, mathematics, science, and social studies with the possibility of advancing from second to fourth grade if he successfully passes all four exams. The Principal explains that since these exams were for the purpose of accelerating the student's level of education, the cost the exams would be paid by the district.

Administrative Considerations:

When it is in the best interest of a student to accelerate a student to meet their academic needs, the Superintendent or designee has the authority to offer exams that comprehensively examine the student's ability measured by the essential knowledge and skills in the applicable course or grade level that the student will skip. **(Assessing the student's ability/skill/knowledge of a subject or grade level without prior instruction)** For example:

- The District shall accelerate a student in **Grades 1 – 5**, one grade level if the student meets the following requirements:
    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 that the student be accelerated; and
    3. The student's parent or guardian gives written approval of the acceleration.

- The District shall accelerate a student one course at a time in **Grades 6-12:**
    1. The District shall give a student in grades 6–12 credit for an academic subject in which the student has received <u>no prior instruction</u> if the student scores:
    2. 80% or above on a criterion-referenced examination for acceleration for the applicable course;
    3. A "3" or higher on an advanced placement examination approved by the Board and developed by the College Board; or
    4. A scaled score of 60% or higher on an examination approved by the Board and administered through the **College-Level Examination Program (CLEP).**

If such credit is given, the District shall enter the examination score on the student's transcript and the student is not required to take an end-of-course assessment instrument under Education Code 39.023(c) for that subject.

ADMINISTERING CREDIT BY EXAM

<u>AN IMPORTANT NOTE REGARDING CREDIT BY EXAMS PURCHASED:</u> UTHS Credit By Exams are issued with pre-printed student information that includes a test session date. If a student decides not to take a test, it cannot be administered to a different student or at a different time.

The Campus CBE/CTC Coordinator Responsibilities Include:

1) Attendance and active participation in an annual training session scheduled and conducted by the District Testing Coordinator each Fall Semester.
2) Monitors the application process validating the completion of each step before submission to the District Testing Coordinator on or before the published session application deadline.
3) Will identify and train CBE Proctors according to the UT Processes under the supervision of the Campus Principal.
4) Will coordinate logistics for assessing students to include providing students with a copy of the course study guide prior to exam day and notifying each student of the time and location for the exam.
    a. Determining the Campus Assessment Schedule:
        1) Students have a three hour time limit for each exam.
        2) Students with multiple exams may only take one exam per day. Example:
            a) **Student Acceleration (entire year) Grades 1-8** Consists of four core exams in Language Arts, Science, Social Studies, and Mathematics. Schedule the student to test four consecutive days with one subject each day.
            b) **Student Acceleration or Credit Recovery** for students in grades 9 through 12 who are earning credit for a full one year course consists of two semester exams. Schedule the student to test two consecutive days beginning with semester "A" and ending with semester "B".
5) The District Testing Coordinator will inventory and distribute exams ordered to the Campus CBE/CTC Coordinator.
    a. The CBE/CTC Coordinator will sign for the exams listed on the "DISTRICT CONTROL FORM" prior to transporting documents to the campus.
    b. Upon arrival at the campus, exams will be placed in a secure location on the campus until the scheduled assessment day.

POST ADMINSTRATION: DOCUMENTATION CHECKLIST TO INCLUDE WITH COMPLETE EXAMS WHEN RETURNING TO THE DISTRICT TESTING OFFICE

The Campus CBE/CTC Coordinator is responsible for collection and providing the District Testing Coordinator with the following documents upon returning completed exams to be shipped to UTHS for scoring.

DOCUMENTATION CHECKLIST	
	PROCTOR Training Sign-In Sheet (Photo Copy)
	TYLER PROCTOR OATHS (Photo Copy)
	UT AUSTIN PROCTOR OATHS (<mark>The Original</mark> – Keep a photo copy for campus records)
	STUDENT ATTENDANCE ROSTER/SEATING CHARTS (Photo Copy)
	SECURE MATERIALS SIGN-OUT/IN FROM COORDINATOR TO PROCTOR (Photo Copy)
	RECORD OF COMPLETED CBE's RETURNED FOR SCORING (Photo Copy)
	RECORD OF RETURNED CBEs NOT TAKEN (<mark>The Original</mark> – Keep a photo copy for campus records)
	REPORTED INCIDENTS (<mark>The Original</mark> – Keep a photo copy for campus records)

1. **Campus CBE/CTC Coordinator Testing Room Check Must Be Completed Before The First Test Day.**
   o If needed, are all computers ready to go?
   o Are all headphones (equipped with microphones) in good working order?
   o Is the room well-lighted and comfortable?
   o Are all instructional materials on the walls and bulletin boards covered?
2. **Proctors must check-out exams before students arrive**. The process includes:
   o Verify each exam using the *Student Roster/Attendance Record/Seating Chart*.
   o Once verified, sign exams out using the *Campus Control Form.*
   o Before leaving the staging room, Proctors are required to sign each *Confidential Integrity Agreement* included with each individual exam.
3. **Student Arrival/Check-In**:
   o For Proctors who may or may not personally know the testing students, testers must present a current form of ID with a picture or the Campus CBE/CTC Coordinator may confirm the student's identity.
   o All electronic equipment (Cell Phones, etc.) must be turned off and given to the Proctor prior to the beginning of the test.
   o Students' Personal Items must be placed at the front of the room.
   o **Food and/or drinks are not allowed** in the test room.
   o Proctor should complete the Attendance roster as students arrive.
   o Proctor posts a copy of the *Attendance Roster* and a *Do Not Disturb – Testing* sign on the outside of the door. Door must be unlocked and closed. Door window must be uncovered.
4. **Exam Distribution:**
   o The Proctor must present the unopened exam and answer document to each student with two #2 sharpened pencils. Scratch paper may be provided and must be collected and returned to UT with the exam. If provided, students must write their full name at the top of each sheet of blank paper provided by the Proctor.
   o Instruct students to sign the *Examinee's Certification* attached to the exam.
   o Proctor will provide students with all applicable instructions indicated by UTHS and upon signaling that students may begin, will record the *Start Time on the Seating Chart.*
5. **During the Exam:**
   o The Proctor must actively monitor the test room. All students must be in full view.
   o Students are *NOT* allowed to use calculators, cell phones, handheld mini computers, personal digital assistants, or laptop computers *unless authorized by instructions on the exam*.
   o Students must remain in their seats at all times and are not allowed to talk to other testing students once the exam is started.
   o Students are not allowed to move the exam from one room to another or remove the exam for any reason. Doing so will automatically result in a failing score.
   o Students should raise their hand to indicate they have completed their exam. The Proctor will walk to the student and collect all items including pencils.
   o After the exam materials have been collected, the Proctor should provide the student with a pass to return to class and dismiss the student.
6. **Post Administration:**
   ▪ Proctors return all exam materials to the Campus CBE/CTC Coordinator who will verify all items have been sufficiently returned.
   ▪ Proctors must sign the *Certificate of Supervision* on each exam.
7. **Campus CBE/CTC Coordinators are required to return all exams to the District Testing Coordinator on the last day of the testing window before 3 PM.**
   o In addition, copies of the control form and seating charts must be submitted to the District Testing Coordinator.
8. **Test Results:** UTHS will send electronic notification of student results to the District Testing Coordinator who will notify the Campus CBE/CTC Coordinator. Official transcripts will follow to be placed in each student's confidential record. Parents should be notified of the credit award and/or placement decision by the Campus CBE/CTC Coordinator or the Campus Counselor. Be advised that e-mail notification from the University of Texas @ Austin with the student's results **does not constitute an official record**. *Credit award and placement decisions will be made based on board polices EHDB and EHDC.*

Grade 9 – 12 *CBE* MENU OF EXAM OPTIONS

CAREER AND TECHNOLOGY
- Business Information Management, First Semester
- Business Information Management, Second Semester

ENGLISH LANGUAGE ARTS
- Communication Applications
- English 1, First Semester
- English 1, Second Semester
- English 2, First Semester
- English 2, Second Semester
- English 3, First Semester
- English 3, Second Semester
- English 4, First Semester
- English 4, Second Semester

FINE ARTS
- Art 1, First Semester
- Art 1, Second Semester

FOREIGN LANGUAGE/LANGUAGES OTHER THAN ENGLISH
- Chinese 1, Simplified and Traditional
- Chinese 2, Simplified and Traditional
- French 1, First Semester
- French 1, Second Semester
- French 2, First Semester
- French 2, Second Semester
- Japanese 1
- Japanese 2
- Korean 1
- Korean 2
- Spanish 1, First Semester
- Spanish 1, Second Semester
- Spanish 2, First Semester
- Spanish 2, Second Semester
- Spanish 3, First Semester
- Spanish 3, Second Semester

HEALTH AND PHYSICAL EDUCATION
- Health 1
- Foundations of Personal Fitness, One Semester
- Individual Sports: Bowling/Cycling, One Semester *Proof of participation required

- Individual Sports: Bowling/Golf, One Semester *Proof of participation required
- Individual Sports: Bowling/Racquetball, One Semester *Proof of participation required
- Individual Sports: Cycling/Golf, One Semester *Proof of participation required
- Individual Sports: Cycling/Racquetball, One Semester *Proof of participation required
- Individual Sports: Golf/Racquetball, One Semester *Proof of participation required

MATHEMATICS
- Mathematic Models with Applications, First Semester
- Algebra 1, First Semester
- Algebra 1, Second Semester
- Geometry, First Semester
- Geometry, Second Semester
- Algebra 2, First Semester
- Algebra 2, Second Semester
- Pre-calculus, First Semester
- Pre-calculus, Second Semester

SCIENCE
- Integrated Physics and Chemistry 1, First Semester
- Integrated Physics and Chemistry 1, Second Semester
- Biology 1, First Semester
- Biology 1, Second Semester
- Chemistry 1, First Semester
- Chemistry 1, Second Semester
- Physics 1, First Semester
- Physics 1, Second Semester

SOCIAL STUDIES / ECONOMICS
- World Geography Studies, First Semester
- World Geography Studies, Second Semester
- World History Studies, First Semester
- World History Studies, Second Semester
- United States History Studies Since Reconstruction, First Semester
- United States History Studies Since Reconstruction, Second Semester
- United States Government
- Economics with Emphasis on the Free Enterprise System and Its Benefits

CBE STUDY GUIDES

GRADES K – 8
For the Following Subjects

**Language Arts
Mathematics
Science
Social Studies**

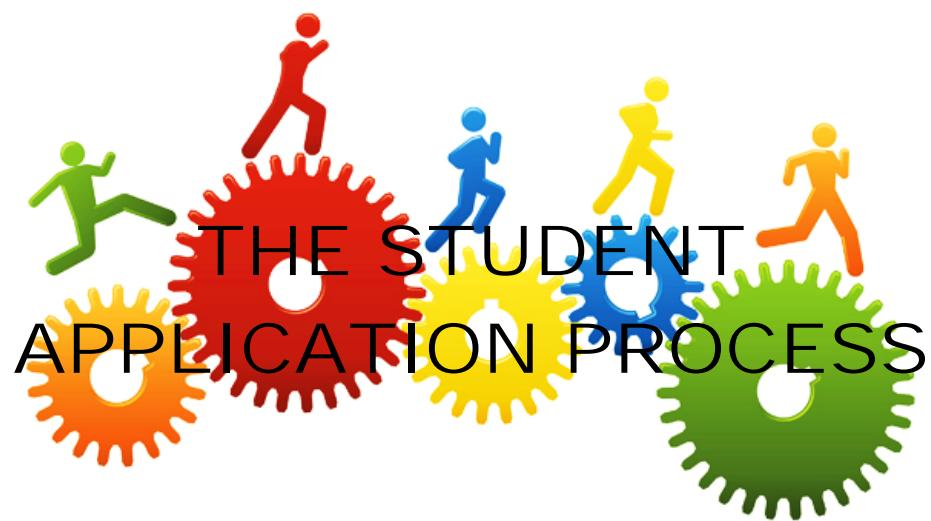http://www.utexas.edu/ce/k16/cbe-ea/study-guides/k-8

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GRADE 9 – 12
For All Course Offerings

http://www.utexas.edu/ce/k16/cbe-ea/study-guides/9-12

The University of Texas at Austin
UT High School

THE STUDENT APPLICATION PROCESS

Tyler Independent School District
Credit by Exam Request and Application

CHECK ONE	EXAM DATES
	October 4-8, 2022
	January 9-13, 2023
	June 12-16, 2023
	July 17-21, 2023

CAMPUS:	
COORDINATOR:	

STUDENT NAME: (Last, First)		GRADE:		D.O.B:	
PEIMS ID#:		SISD ID#:		GENDER:	M F

HOME ADDRESS:		CITY:	
		ZIP CODE:	

PHONE:		PARENT/GUARDIAN NAME:	

ETHNICITY	RACE	ECO DIS	TITLE 1	504	MIGRANT	LEP	BIL	ESL	SpEd	G/T	AT-RISK	CTE

Credit by Exam *Limit: One Subject – Two Semesters/per test session*		Reason For The Exam CHECK ONE	
COURSE SUBJECT	SEMESTER A OR B?	ACCELERATION	CREDIT RECOVERY

Administrative Verification & Approval Required – *Check The Applicable Box To Indicate CBE Purpose*

	WITHOUT PRIOR INSTRUCTION		**WITH** PRIOR INSTRUCTION *($35 Fee Payable by Student Per Course Listed)*
	The above named student meets the criteria needed to take a credit by examination {CBE} with the purpose of earning course credit(s) in the subject(s) indicated above without prior instruction.		The above named student meets the criteria needed to participate in credit by examination {CBE} for a course or courses where the student received prior instruction without earning credit for the course.

The request for the above exam type and subject(s): _____ approved   _____ not approved

Counselor (Print Name)	Counselor's Signature	Date
Principal (Print Name)	Principal's Signature	Date
Campus CBE Coordinator (Print Name)	Campus CBE Coordinator's Signature	Date

STUDENT ACCEPTANCE & PARENT/GUARDIAN PERMISSION

The student signature below indicates their acceptance of the opportunity to take the above listed Credit by Exam(s) for the purpose of course acceleration or credit recovery.

Student's Signature: _____   Date Signed: _____

The individual listed below is the parent/guardian of the identified student requesting to participate in a credit by exam(s) listed. The signature of the parent/guardian indicates they agree to allow their student to participate with the understanding that a fee of $35 for each exam taken when the student has had "Prior" instruction in the course tested is the responsibility of the student/parent/guardian. Payment must be attached to the application before exam is ordered.

Parent/Guardian Name: _____   Phone: _____

Parent/Guardian Signature: _____   Date: _____

FOR OFFICE USE ONLY			
APPLICATION SUBMISSION DATE	CBE ORDER DATE	EXAM DATE(S)	DATA ENTRY

COMPLETING THE APPLICATION PROCESS & MEETING THE ORDER DEADLINE

The best way to discover students on your campus that would benefit from taking a Credit by Exam is through collaboration with the campus administration and faculty. When ready to begin the application process, the following information provides a step-by-step process for successful exam enrollment.

1. Student Information – See *Table A* for Information needed for coding Student Demographic

2. Select Exam Session

3. List CBE – Course Subject & Semester (Students are limited to one subject – two semesters for one whole credit per session.

4. <u>BEFORE</u> meeting with the student to discuss taking a Credit by Exam, section titled *Administrative Verification & Approval* must be completed by <u>BOTH</u> the Campus Counselor and Principal. It is **very important** for the counselor and principal to review the student's official transcript, class schedule for the current year, course grades, and attendance records when verifying a student's qualifications for taking the exam. <u>This section must be completed before approaching the student</u>.

   If the student or the student's parent(s)/guardian(s) initiated the request, the Campus CBE Coordinator should explain the process of determining a student's qualifications.

5. *Student Acceptance & Parent/Guardian Permission* – Student and parent/guardian commitment is a key element in successfully fulfilling the purpose for offering students the opportunity for acceleration or credit recovery. When presenting the application for the student's signature, the CBE Coordinator must provide the student with a hard copy of the Course Study Guide. Answer any questions the student might have and then ask the student to take the application home for their parent or guardian to sign. Remind the student of the deadline for returning the signed application. For students who are taking the CBE for the purpose of Credit Recovery, let them know the total fee amount due when the application is returned for submission. Applications received after the deadline will need to be processed for a later test session.

6. The Campus CBE Coordinator must carefully check each application to make sure all information is complete and correct. All applications are due by 4 PM on the published "Campus Deadline." Before turning in the completed applications remove the back copy (pink copy) of the three-part carbonless form and place it in your CBE binder. This is your control copy. The white and yellow copy must be turned in to the District Testing Coordinator.

7. Hints for Success:
   A. Call the Parent/Guardian to discuss any questions they may have about the Credit by Exam program.
   B. Physically find the student the following day to collect the application or see if they have additional questions.
   C. When the application is returned, provide the student with a "Ticket" that has the date, time, and location of where they need to go on test day.
   D. One week before the exam week, check-in with all the testing students to ensure they remember they are testing.

Demographic Coding on the Student Application

TABLE A   *CODING STUDENT DEMOGRAPHICS*

ETHNICITY RACE 1 = YES 0 = NO						
Hispanic			Non-Hispanic			

RACE 1 = YES 0 = NO						
African American	White	American Indian, Native Alaskan	Asian	Pacific Islander, Native Hawaiian	More Than Two (2) Races	Hispanic

ECO DIS			
Not Identified as Economically Disadvantaged	Eligible for Free Meals under the National School Lunch Program	Eligible for Reduced-Price Meals under the National School Lunch Program	Other Economic Disadvantage
00	01	02	99

TITLE 1				
Student attends a campus with a school wide program	Student participates in a program at targeted assistance school	Student is previous participant in program at targeted assistance school	Student does not attend a Title 1, Part A school, but receives Title 1, Part A assistance because the student is homeless	Student does not currently participate in and has not previously participated in a program at the current campus.
6	7	8	9	0

504   1 = YES   0 = NO

MIGRANT		LEP			
YES	NO	Currently identified as	Exited – Yr. 1 of Monitoring	Exited – Yr. 2 of Monitoring	Not Enrolled as LEP
1	0	C	M1	M2	0

BIL					ESL		
Student does not participate	Transitional – Early Exit	Transitional – Late Exit	Dual Language Immersion – 2 Way	Dual Language Immersion – 1 Way	Student does not participate	English as a second language – Content Based	English as a second language – Pull-out
0	2	3	4	5	0	2	3

SpEd	G/T	AT-RISK	CTE			
1 = YES 0 = NO			No participation in CTE Courses	Enrolled in 1 or more State Approved CTE Courses as an elective	Participates in CTE Courses	Participates in the District's Tech Prep Program
			0	1	2	3

TEST SESSION TICKETS WITH A DUAL PURPOSE

Campus CBE/CTC Coordinators are required to provide students with a written receipt for complete applications that are submitted on time. The "Testing Ticket" has been an effective way to communicate with students regarding the following information:

- Subject Tested
- Scheduled Test Day & Date
- Report Time
- Test Room Location

The purpose of written notice is to provide students with important information about when and where they need to be on exam day.

Sample CBE "Testing Ticket"

Admit One | **Admit One**

EXCLUSIVELY FOR:

Student: John H. Smith   **Grade:** 9   **ID#:** 654321

Featuring…

SPANISH I –Semester A Credit By Exam

Monday, _____ At 8:30 AM

_____High School

Room: _____

Your Reflective Notes:

TYLER I. S. D. BOARD POLICIES

Policy Guide

EHDB – Credit Recovery

EHCD – Course Acceleration

TYLER ISD
SUCCESSFUL STUDENT OUTCOMES

ADMINISTRATIVE FORMS

SECTION CONTENTS

All Active Tyler Campus CBE Coordinators are required to build and maintain an annual documentation binder for each of the four (4) annual CBE administration sessions. The binder should be kept on file in the campus Secure Testing Materials room for 5 years.

CAMPUS RECORDS FOR TYLER HIGH SCHOOLS

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2022-2023

STUDENT DEADLINE	CAMPUS DEADLINE	EXAM DATES
August 29, 2022	September 12, 2022	October 3-7, 2022
December 5, 2022	December 12, 2022	January 9-13, 2023
May 15, 2023	May 22, 2023	June 12-16, 2023
June 12, 2023	June 23, 2023	July 17-21, 2023

TAB	ITEM DESCRIPTION
1	• CBE 20**20-2021** HANDBOOK
2	• STUDENT CBE TESTING HISTORY ROSTER
3	• STUDENT COMPLETED APPLICATIONS
4	• PROCTOR Training Handouts & Sign-In Sheet
5	• PROCTOR OATHS (TISD)
6	• PROCTOR OATHS (UT AUSTIN)
7	• ADMINISTRATION STUDENT ROSTER/ATTENDANCE /SEATING CHARTS
8	• SECURE MATERIALS SIGN-OUT/IN FROM COORDINATOR TO PROCTOR
9	• CBE RECORD OF COMPLETED EXAMS RETURNED FOR SCORING
10	• "NO-SHOW" DOCUMENTATION
11	• CBE TESTING INCIDENT REPORT/DOCUMENTATION
12	• STUDENT SCORES RETURNED BY UT

_____   _____
CAMPUS CBE COORDINATOR   *TISD CAMPUS*

Tyler Independent School District
Credit By Exam
2022-2023

Proctor Training Sign-In Sheet

CAMPUS:

_____

CBE Coordinator Conducting Training Session(s):

_____

PROCTOR'S NAME (PRINT)	PROCTOR'S SIGNATURE INDICATING ATTENDANCE AT TRAINING SESSION	TRAINING DATE	ASSIGNED SUBJECT TO PROCTOR	TEST DATE

Oath of Test Security and Confidentiality for Exam Proctors

I do hereby certify, warrant, and affirm that I will fully comply with all the requirements governing the Credit by Exam (CBE) Program and do hereby certify the following:

(Initial each statement below)

_____ I have received training in test security and general testing procedures;

_____ I am aware of my obligations concerning the proper administration of each assessment;

I do hereby further certify that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

Signature of CBE Exam Proctor	Printed Name	Date

Campus Name	Telephone #

Initial and sign the above portion of the form **before** handling any secure test materials. After all testing for the Credit by Exam for your campus has been completed and all materials have been returned to the District Assessment Coordinator, please sign the receipt below.

I do hereby affirm that I have fully complied with all the requirements governing the Credit by Exam Program and that I have reported any suspected violations of test security or confidentiality to the District Assessment Coordinator.

Signature of CBE Exam Proctor	Printed Name	Date

CBE Testing Materials Campus Control Form

Campus:		Campus CBE Coordinator:	

Assessment Date: _____ Proctor:_____ Test Room: _____

STUDENT NAME (Last Name, First)	Local ID#	D.O.B. MM/DD/YY	9-Digit Assigned Number	Course Code	Exam Number	CREDIT TYPE (Check One)	
						Exam for Acceleration (no prior instruction)	Exam For Course Credit (with prior instruction)

The proctor's signature below indicates his/her receipt of the individual sealed exam(s) listed above from the Campus CBE Coordinator. The Proctor agrees to return all of the exams listed above either completed and ready for scoring or incomplete. In addition, the proctor agrees to keep these exams secure at all times while in his/her possession.

_____   _____

Proctor   Date Of Possession

The signature below indicates that the above listed CBEs were returned to the Campus CBE Coordinator.

_____   _____   _____

Campus CBE Coordinator (Printed Name)   Campus CBE Coordinator Signature   Date Received

Credit By Exam Student Roster/Attendance/Seating Chart

Campus:		Room #:

Test Version: UTHS CBE	Subject:	Date:

Administrator's Name (Printed):_____ Signature: _____

TIME: Beginning: _____ Ending:_____ (Do Not Exceed 3 Hours)

Instructions for completing the seating chart below:
1. Mark the location of front of the room and the location of the door(s).
2. Mark the seat number that corresponds to each student on the list of examinees in the seating grid.

Seat#	Student's Full Name	Student ID#	Grade	Attendance Use "P" for Present; "A" for Absent
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

SEATING CHART

CBE SUBMISSION FOR SCORING RECORD

CAMPUS:
SUBMISSION DATE:

STUDENT NAME		GR	TISD ID#	SUBJECT/SEMESTER
LAST	FIRST			

CBE Scheduled & Not Taken By The Student
"NO-SHOW" Documentation Form

Campus Name:	Test Administration (Month/Year):
Coordinator's Name:	Principal's Name:
Coordinator's Signature:	Principal's Signature:

EXAM Date	STUDENT NAME Last Name, First Name	Grade	CBE Subject & Semester	Reason The Student Did Not Take the Scheduled CBE	Referred to Principal or Counselor?		Parent Notified?		District Testing Coordinator Notified?	
					Y	N	Y	N	Y	N
					Y	N	Y	N	Y	N
					Y	N	Y	N	Y	N
					Y	N	Y	N	Y	N
					Y	N	Y	N	Y	N
					Y	N	Y	N	Y	N

CBE Incident Report Documentation

Exam Date	STUDENT NAME Last Name, First Name	Grade	CBE SUBJECT	BRIEF DESCRIPTION OF INCIDENT	DATE & TIME OF DTC NOTIFICATION	DATE & TIME OF PRINCIPAL NOTIFICATION	DATE & TIME OF PARENT NOTIFICATION	PROCTOR STATEMENT ATTACHED
								Y N
								Y N
								Y N
								Y N
								Y N
								Y N

All reported incidents must have a typed, dated, signed statement from the Proctor reporting the incident to the Campus CBE Coordinator. This for and original copies of the statements must be submitted when an incident occurs during a CBE session.

STUDENT: (PLEASE PRINT) _____ ID: _____

CBE PROCTOR: _____ DATE: _____

☐ I turned off and placed all electronic devices including my cell phone the bag provided as I entered the test room.

☐ **I DO NOT** have any electronic devices including a cell phone to hand over.

I understand I <u>cannot use</u> any unauthorized electronic device or cell phone in the testing zone to include the hallways and restroom located in the building. I also realize that if any electronic device including a cell phone is found on me or is used during the duration of the test session, the items will be confiscated and placed in the main office vault and my parent/guardian will be notified and required to pick-up the equipment from the school administration. I also know that keeping and or using any type of electronic device that is not authorized during a **Credit by Exam** <u>will invalidate my test results</u>.

_____   _____

Student Signature   Date

PROCTOR MANUAL