

Procedures for Credit-by-Exam Testing

- Step 1. Parent/Guardian or student picks up an application form from student's school counselor or downloads a copy from the NISD testing web site.
- Step 2. **Section A** of the Application Form is completed by the parent/guardian and the student's counselor. It is important to have complete address and phone information. If the student does not have a social security number, the State Alternate ID number should be used.
(NOTE: If the student requires a test modification – documented by the 504 or ARD Committee – a copy of the IEP or 504 minutes must be attached to the application.)
- Step 3. Parent/guardian or student obtains the Counselor's and/or Principal's signatures. Parent/guardian is encouraged to retain a copy of the form after obtaining signatures.
- Step 4. Parent mails or delivers the Application Form and refundable deposit or testing fee (check or money order ONLY - **NO CASH**) to the District Testing Office.
THE APPLICATION MUST BE RECEIVED BY THE DISTRICT TESTING OFFICE NO LATER THAN 30 DAYS PRIOR TO THE REQUESTED TEST DATE. (Dates are published on the NISD testing web site www.nisd.net/evalww/)
- Step 5. Approximately one month prior to testing, parent/guardian is notified by mail from the District Testing Office that the application has been received, the student is registered to test, and the time/place of the test. Central Office instructional specialists and campus counselors are also provided a roster of students being tested in a course included in their instructional area or campus.
(NOTE: The district reserves the right to schedule a student on a date other than the requested test date for logistical purposes.)
- Step 6. Student takes the credit-by-exam test on assigned date.
- Step 7. The test is scored and results are sent to the District Testing Office, which will complete **Section B** on the application form and notify the parent/guardian and the campus principal and counselor of the results. If the student completes the test for acceleration, the registration deposit is returned by mail to the parent with the test results.
- Step 8. If the student meets the passing standard (85% for acceleration; 70% for validation or recovery), the score will be posted on the student's record by the campus data processing secretary. **The parent/guardian has 90 days from the date notified of the score to decline the credit.** Note: For high school courses, the grades received on the credit-by-exam tests will be used in computing the student's grade point average.