

Process for Credit-by-Exam (CBE) Testing

Steps for CBE testing are below. Please reach out to Nicole Salazar if you have any questions regarding the process.
 Email: nicole.salazar@nisd.net | Office: (210) 397-8725

STEP 1	REVIEW CBE WEBSITE: Information on CBEs can be found on the NISD Testing website . It is advised to review the FAQ's before applying to ensure familiarity with CBE policies and guidelines.
STEP 2	APPLICATION: The application can be found on the NISD Testing website (linked towards the bottom of the page). The application can be filled out electronically (except for signatures), or it can be printed and filled out. All dates for testing sessions and deadlines can be found on the NISD Testing website , on the Credit-by-Exam Testing Schedule (linked towards the bottom of the page). <i>NOTE: If the student requires a testing accommodation which is documented through 504 or an ARD Committee, a copy of the 504 plan or IEP must be provided with the application.</i>
STEP 3	COUNSELOR and/or PRINCIPAL APPROVAL: The parent or guardian will need to seek approval from the student's campus counselor and/or principal for taking the CBE. If approved, the counselor and/or principal will sign the application. <i>NOTE: At the middle and high school levels, the student will only need the counselor's signature.</i>
STEP 4	SUBMIT APPLICATION: The application can be submitted by mail, in-person, or by email. <i>MAIL OR IN-PERSON:</i> Northside ISD Testing Office (Credit-by-Exam) 5651 Grissom Road, San Antonio, TX 78238 <i>EMAIL:</i> nicole.salazar@nisd.net
STEP 5	CONFIRMATION: Approximately three weeks prior to testing, the parent/ guardian will be notified via email from Nicole Salazar that the student is registered to test. This email will also include details on the testing session, including day, time, location, what to bring, etc. <i>NOTE: The district reserves the right to schedule a student on a date other than the requested date for logistical purposes.</i>
STEP 6	TESTING: The student takes the Credit-by-Exam test on the assigned date.
STEP 7	SCORING: After testing, the tests are shipped to the appropriate university for scoring (either Texas Tech University or The University of Texas at Austin). It takes approximately 3-4 weeks for our office to receive the scores from the university. Once the scores are received by our office, we will send the scores by mail to the parent/guardian, and also to the campus.

NOTES and CONSIDERATIONS

1. If the student meets the passing standard on the CBE (80% for acceleration; 70% for validation or recovery), the score will be posted on the student's transcript.
2. For high school courses, the grade on the Credit-by-Exam test will be used in computing the student's GPA.
3. By signing the application, the parent/guardian agrees to accept passing grades earned on Credit-by-Exam tests. However, if the student is not satisfied with the grade, the parent/guardian can submit a rejection letter to the campus counselor within 90 days of being notified of the scores. In this case, the grade will not be reflected on the student's transcript, nor will it be used when calculating the student's GPA.
4. CBE exams are based on an on-level course curriculum. Honors and Advanced Placement credits are not available through Credit-by-Exam.