

## **6240R - Demonstration of Mastery for Credit**

### Guidelines for Implementing Awarding Credit Through Assessment PROCESS FOR APPLYING FOR AND RECEIVING CREDIT - GRADES 7 6-12

- A. Student Initiation of the Process: When a student and/or parent/guardian(s) are considering the Credit Through Assessment option, the first step will be to meet with one of the school counselors to become aware of the options, the expectations, the advantages and disadvantages, the outcomes expected to be achieved, the assessment process, and the normal timeline of the process. This process should begin at least two quarters or one semester prior to the start of the regular class. The summer period will be treated as one quarter. This two-quarter time frame will be shortened when assessments have already been developed. Should the decision be to proceed with the process, the student will then fill out the application form provided by the counselor and return it to the counselor. The counselor will then forward it to the appropriate Curriculum Specialist. At this point the student will receive a copy of the standards/course syllabus plus a copy of the learner outcomes.
- B. Approval or Denial by the District Review Committee: The Curriculum Specialist will form a committee made up of a teacher or teachers of the course, the students' counselor, the student and parent/guardian(s), and the Curriculum Specialist of that area. If there is no current Curriculum Specialist for that area, the Curriculum Director will appoint a designee. The Curriculum Specialist or designee will chair the meeting. If the application is denied, the student and/or parent/guardian(s) have two weeks to appeal to the Curriculum Director.
- C. District Initiation of the Process: Once the application is approved, the appropriate Curriculum Specialist, and a teacher or teachers of that course will prepare the necessary assessment. The assessment will consist of a written assessment and a performance based assessment. At least one teacher who is teaching the course should be involved with the creation of this assessment even though that teacher may not be from the school where the student is attending.
- D. Written and Performance Based Assessment: The student must successfully complete the written assessment prior to moving on to the performance assessment. As a usual procedure, the district end-of-year written assessment of essential learner outcomes will be used. The performance based assessment may require that the student demonstrate skills, answer questions in an interview, exhibit a portfolio of tasks and/or be involved in some other type of performance assessment.
- E. Student Completion: All portions of the assessment must be completed within two grading periods. Student and parent/guardian(s) will be notified by the Curriculum Specialist in a timely manner as to when and where the assessment will begin and the expected completion date. The Curriculum Specialist will determine who will be responsible for grading the assessment and communicate to the student and parent/guardian(s) the criteria to be used in grading the assessment.
- F. Possible Appeal: The student has two weeks to appeal the decision to the Director of Curriculum who will then make a decision within two weeks.
- G. Successful completion of the assessment will mean that the student will receive credit for the course, a grade of "P" and no GPA points. Should a Graduation Standard be part of the assessment, the student who successfully completes this will receive the appropriate score on their transcript. A student may attempt to test out of the course only once.

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