




SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: September 15, 2025

Agenda Section: Consent

Agenda Item Title: Credit by Exam Approval

From/Presenters: Dr. Jennifer Gutierrez, Deputy Superintendent 

Description: South San Antonio ISD is committed to providing students with opportunities to accelerate learning and demonstrate mastery of grade-level or course content. In alignment with TEC §28.023 and TAC §74.24(b)(2), the district proposes offering Credit by Exam (CBE) assessments through UT Austin and Texas Tech University.

The Credit by Exam program allows students to earn course credit by successfully demonstrating proficiency through a standardized assessment, without having completed the full course. This provides flexible options for acceleration, remediation, or course advancement.

Details:

- Eligibility: Students who meet the requirements outlined in TEC §28.023 and TAC §74.24(b)(2).
- Assessment Provider: UT Austin.
- Implementation: The district will administer exams in accordance with state guidelines, ensuring secure and valid assessment procedures.
- Benefits:
 - Enables students to accelerate their academic progress.
 - Supports differentiated learning pathways.
 - Reduces the need for repeating courses already mastered.

Next Steps:

Upon approval, the district will share the CBE administration plan, communicate eligibility and procedures to campuses and families, and schedule exams in alignment with UT Austin requirements.

Historical Data: N/A

Recommendation: Approve Credit by Exam assessment opportunities through UT Austin for eligible students, in accordance with state law.

Purchasing Director and Approval Date:

Funding Budget Code and Amount: \$1,500

Goal: Goal 1-SSAISD will increase academic achievement for all students and thus close the gap between student populations in pursuit of advanced performance and post-secondary educational or career paths.



CREDIT BY EXAM APPLICATION 2025 - 2026

ALL FIELDS OF APPLICATION ARE REQUIRED. COMPLETED APPLICATIONS MUST BE SUBMITTED BY POSTED DEADLINE. (Late applications will not be accepted.)

SELECT TYPE OF EXAM:

☐

With Prior Instruction: for students who have had previous formal instruction but who have not earned credit for one or more specific courses. Students taking CBE with prior instruction must receive a score of 70% or above to receive credit.

☐

Without Prior Instruction: for students who wish to "skip" or accelerate out of a course or grade level. Students taking CBE without prior instruction must receive a score of 80% or above to receive credit.

If the student passes, the credit shall automatically be granted for grades 6-12 and the actual grade earned shall be recorded on the student's Academic Achievement Record. If the student does not pass, no credit will be granted, and the actual grade earned shall still be recorded in the student's AAR (high school transcript).

STUDENT INFORMATION (PLEASE PRINT) – Applications with missing information will not be accepted.

Date: _____ Campus: _____ Grade: _____ Gender: M or F
Legal Last Name: _____ Legal First Name: _____ MI: _____
Student ID#: _____ Birthdate: _____ Does the student receive SPED/504 services? YES* NO
Mailing Address: _____ Zip Code: _____
Parent Printed Name: _____ Parent Phone #: _____
Parent Email: _____ Student SSAISD Email (6th-12th grade) _____

COURSE OR GRADE TO BE TESTED FOR CREDIT: Students may only take 1 test per day/session. Foreign Language tests, and tests which include essays, can take up to 20 business days to score.

1. **COURSE TITLE** (High School) _____ **SEMESTER A or B** (circle one)
GRADE LEVEL (Elementary & Middle): _____
2. **TEST DATE** (Please refer to CBE Testing Schedule): _____ **STUDY GUIDE GIVEN:** _____

By signing this form, I confirm I have been counseled about the rigor of this CBE test and the implications it has for myself (student) or my child (parent).

Student Signature: _____

Parent Signature: _____

Counselor Signature: _____

Counselor Printed Name: _____

Administrator Signature: _____

SPED/504 Coordinator Approval/Signature* (If applicable) _____

**If student receives SPED/504 services, SPED/504 coordinator must approve and sign above. In addition, a copy of the students IEP/IAP must be provided with this application.*

1 copy to Assessment and Accountability, 1 copy in student file, 1 copy to parent.



CREDIT BY EXAM TESTING SCHEDULE 2025 - 2026

ELEMENTARY SCHOOLS			
TEST DATE	APPLICATION DEADLINE	ELIGIBLE STUDENTS	TEST
May 18, 2026 – May 22, 2026	April 27, 2026	Enrolled Students in Grades 1 - 5	Without Prior Instruction
August 3, 2025 – August 7, 2025	July 9, 2026	Enrolled Students in Grades 1 – 5	Without Prior Instruction
MIDDLE & HIGH SCHOOLS			
TEST DATE	APPLICATION DEADLINE	ELIGIBLE STUDENTS	TEST
October 18, 2025	September 29, 2025	Enrolled Students in Grades 6 - 12	With Prior Instruction Without Prior Instruction
January 10, 2026	December 1, 2025	Enrolled Students in Grades 6 - 12	With Prior Instruction Without Prior Instruction
May 20, 2026 – May 22, 2026	April 27, 2026	Graduating Seniors Only	With Prior Instruction Without Prior Instruction
June 3, 2026	May 11, 2026	Enrolled Students in Grades 6 - 12	With Prior Instruction Without Prior Instruction
June 4, 2026	May 11, 2026	Enrolled Students in Grades 6 - 12	With Prior Instruction Without Prior Instruction



Credit by Exam (CBE) Guidelines and Procedures

South San Antonio ISD (SSAISD) offers Credit by Exam (CBE) testing for enrolled students in grades 1–12. CBE provides students an opportunity to earn credit for grade-level or course content through assessment.

Purpose of CBE

CBE testing is administered for two purposes:

1. Without Prior Instruction

- For students who wish to accelerate or “test out” of a grade level or course without having received prior instruction.
- Students must demonstrate mastery by earning at least 80% on the exam(s).

2. With Prior Instruction

- For students who have previously received instruction in a grade level or course but did not earn credit, provided there are extenuating circumstances.
- Students may recover credit by earning at least 70% on the exam.

Important Notes:

- CBE is not used to validate instruction received through homeschooling or from a non-accredited private or public school. Course validation for those cases is handled at the campus level, not through CBE.
- CBE shall not be offered for performance-based courses such as (but not limited to): Band, Health, PE, and Fine Arts.

CBE Procedures (With and Without Prior Instruction)

Step 1: Parent/guardian or student contacts the campus counselor regarding CBE.

Step 2: Counselor discusses the rigor and implications of CBE and provides the application form.

Step 3: Parent/guardian or student completes the application and returns it with required signatures (student and parent).

- Parent signature is not required if the student is age 18 or older.
- Completed applications must be returned to the counselor.

Step 4: Counselor reviews and signs the application, then forwards it to the appropriate principal for signature.

Step 5: Counselor submits the completed application to: *Kathleen Antoon, Director of Assessment and Accountability*

- Applications may be submitted by district mail or email.
- Applications must be received by the published deadline on the CBE Testing Schedule.

Step 6: Approximately one week prior to testing, the Director of Assessment and Accountability emails registered students a reminder with test date, time, and location.

Step 7: Exams are administered, scored, and results sent to the campus Lead Counselor.

Step 8: Counselor forwards results to the campus registrar for entry into the student's permanent record.

- **Grades 6–12:** If passed, credit is granted and the actual grade earned is recorded. If not passed, no credit is granted but the grade earned is recorded.
- **Grades 1–8:** For acceleration, students must score **80% or higher** on all required exams to advance to the next grade. Counselors provide promotion information to the campus Data Processor for entry in the student information system.
- **EOC Exemption:** Students testing *without prior instruction* who earn **80% or higher** will not be required to take the End-of-Course (EOC) assessment for that subject, if applicable.

Step 9: Counselor notifies parents/guardians of student results.

- **With Prior Instruction:** 70% or higher = credit awarded
- **Without Prior Instruction:** 80% or higher = credit awarded