

## **6240R DEMONSTRATION OF MASTERY FOR CREDIT**

### *Guidelines for Implementing Awarding Credit Through Assessment*

#### PROCESS FOR APPLYING FOR AND RECEIVING CREDIT: GRADES 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 contact a school counselor or, for current 5th grade students, building administrator to become aware of the options, and 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. The student shall complete the application process introduced and return it to the counselor or, for 5th grade students, to the elementary office. The application will then be forwarded to the appropriate Curriculum Specialist.
- B. District Initiation of the Process: Once the application is received, the appropriate Curriculum Specialist, and a teacher or teachers of that course will prepare the necessary assessment(s). The process will consist of a written assessment and may require a performance 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.
- C. Written and Performance Assessment: The student must successfully complete the written assessment prior to moving on to the performance assessment. The performance assessment may require that the student demonstrate skills, answer questions in an interview, exhibits a portfolio of tasks and/or be involved in some other type of performance task.
- D. Student Completion: All portions of the assessment must be completed within the two grading period window after the start of the process. The 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.
- E. Grading: Successful completion of the assessment will mean that the student will receive credit for the course, a grade of "P" and no GPA points. A student may attempt to test out of a course only once.

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