

Credit By Exam Procedures and Guidelines

Credit By Exam With Prior Instruction, which costs \$30.00 per exam (non-refundable)

- ✓ This exam is available to a student who has failed a grade or subject area; however, the student feels that he/she can show mastery of the grade/subject area by testing.
- ✓ To receive full credit for a course a student has to take part A and part B of the subject. The cost is \$30.00 for each part (example: English IA & English IB equals one full credit and will cost \$60.00).
- ✓ The attendance committee could mandate that a student take this exam before they would consider awarding credit.
- ✓ This type of exam is also available to home school students or students who have attended non-accredited schools who want high school credit posted to a high school transcript.
- ✓ Students who take Credit By Exam With Prior Instruction must show a **mastery rate of 70%** or higher on each exam taken.

Credit by Exam Without Prior Instruction, which requires a deposit of \$30.00 per exam

- ✓ This exam is available for students wanting to advance a grade level or test out of a class. Students will test in each of these subject areas: reading, math, science and social studies. Each of these exams requires a \$30 deposit, which equals a deposit of \$120.00 for a student to test out of one grade level.
- ✓ If a student wants to receive full credit for a course, such as Spanish I, they will need to take parts A & B, each of these parts require a \$30 deposit).
- ✓ Students who take Credit By Exam Without Prior Instruction to advance a grade level or receive credit for a specific course must show a **mastery of 90% or higher** on each exam taken.
- ✓ For a student wishing to advance a grade level (example: a 4th grade student wanting to advance to 5th grade) the student must score 90% or higher on each of the exams taken.
- ✓ Upon completion of all exams the deposit will be returned to the parent.

Additional Information

- ✓ The deadline for registration is in the top right hand corner of the registration form, please pay close attention to this deadline. Registration forms will not be accepted after the deadline.
- ✓ Tests will be given the week indicated on the registration form. No postponements or rescheduling will be allowed.
- ✓ You will receive in the mail a schedule that will inform you of the exact date, time and location of your exam. Please pay close attention to this information. There is no rescheduling or deposit refunds for missed exams. **It is very important that we have a complete mailing address to be able to send your study materials and testing schedule to you.**
- ✓ All deposit refunds must be picked up by the student or parent/guardian at the GPISD Education Center. You must bring some form of picture identification with you to pick up your refund (example, school identification or driver's license).
- ✓ Results are received within 4 to 6 weeks after the date of the test administration.