

Credit by Examination

1. Authority: “The district school board may adopt policies for alternative learning experiences, such as credit by examination.
2. Definition: Credit by examination: a student is awarded credit for a course, required or elective, due to the student’s competence, without having to enroll in the course.
3. Rationale: Providing for individual differences among students results in a wide range of opportunities. Some students are capable of achieving the goals for a particular course without having to enroll or participate in the class.
4. Procedures: The building principal shall administer this program. The principal will work with individual building department chairmen and/or subject matter teacher to assist with:
 - a. Developing examinations, either written or based on observable indicators of competence, which shall clearly demonstrate learner outcomes of the course being challenged;
 - b. Determining standards of performance on examinations which will be accepted as evidence of satisfactory completion of course requirements;
 - c. Determining when an appropriate examination has been devised to measure course completion equivalency and when the test shall be used;
 - d. Establishing examination dates and location;
 - e. Publishing credit by examination procedures and courses for which credit by examination may be attempted;
 - f. Reviewing student requests for credit by examination where guidelines are not sufficient;
 - g. Scoring examinations.

If a student successfully meets or surpasses the performance level established for a course through the process of credit by examination, the student shall be given credit for the course and therefore the enrollment requirement for the course, if any, will be waived. Credit but no grade for the offering will be noted on the transcript and the offering will count toward graduation requirements both in total units of credit and required course enrollment. The grade shall be entered on the transcript as “pass.” A fail will not be entered on the transcript since credit would not be awarded.

Application for credit by examination:

- a. Students must request credit by examination and submit it to the appropriate staff member one month prior to the date of the examination. The request must include approval indicated by a signature of the parent or guardian.

The staff member will recommend approval or disapproval. If the application is not approved, the teacher must state his/her reasons for the recommendation.

The building principal will indicate approval or disapproval of the request and make appropriate arrangements for testing.

- b. Students may attempt credit by examination for a particular offering no more than two times, and these attempts may not occur within the same semester;
- c. Students may not attempt credit by examination for a course in which they are enrolled;
- d. A student may not attempt credit by examination for a sequential course below the level at which the student has or is enrolled (i.e., a student may not attempt credit by examination for Algebra I if the student is taking or has taken Algebra II) or below the general level of expectation for students (i.e., remedial classes).

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-1130](#)