

Application Packet for

Credit by Examination

for Acceleration

(WITHOUT Prior Instruction)

CANYON ISD
2023-2024

Canyon Independent School District



Dear CISD Student and Parents:

This year, Canyon Independent School District will be offering acceleration testing opportunities to interested students. Four testing sessions will be held and examinations for acceleration are provided without charge to district students. This packet of materials contains all needed instructions, guidelines and forms necessary to complete the application process.

The district will be administering Texas Tech University's Credit by Examinations which cover all essential knowledge and skills required by TEA for each course. **Before a student is registered for the test, a parent/student conference must be held with the campus counselor and/or principal.** The purpose of this conference is to explore all aspects of credit by examination.

After you have had an opportunity to read the enclosed material, contact your counselor to arrange a conference to discuss the testing process. If a decision is made to test, all procedures included in this packet must be followed. **Testing packets turned in to the Central Office after the deadline will NOT be processed.** The following documents, containing all required signatures, must be received by the deadline(s) indicated in the packet.

1. APPLICATION FOR GRADE/COURSE ACCELERATION
2. REGISTRATION FORM
3. If the student requires a test accommodation—documented by the 504 or ARD committee—a copy of the 504 Individual Accommodation Plan or the ARD Individualized Education Plan must be attached to the application.

After the completed application forms are received, the student will be registered for the testing session requested and assigned a testing date(s). NOTE: The district reserves the right to schedule a student on a date other than the requested date for logistical purposes. CBE packets will be processed on a first-come, first-serve basis. No later than two weeks before the testing session, you will receive a registration notice giving date(s) and time(s) of test(s).

Review materials may be printed from the Texas Tech Distance Learning web site at www.depts.ttu.edu/k12/cbe

If you have questions, please contact the District Service Center at 677-2608.

Sincerely,

Marc Hamil
Director of Secondary Leadership

Tricia Cook
Director of Middle School Leadership

Yolanda Delaney
Director of Elementary

EXAMINATION FOR ACCELERATION GUIDELINES 2023-2024

(PLEASE KEEP THESE GUIDELINES FOR FUTURE REFERENCE)

In accordance with Policy EHDC, Canyon Independent School District will offer acceleration by examination, without prior instruction, for all enrolled students in kindergarten through grade 12. Canyon Independent School District will offer the tests free of charge. Registration for testing must be received by the deadline established for each testing session. Testing dates, times, sites and registration deadlines are as follows:

Session I	<u>December 19-22</u> 8:30 a.m. to 11:30 a.m. and 1:00 p.m. to 4:00 p.m.	Registration Deadline: Nov. 3
Session II	<u>March 5-8</u> 8:30 a.m. to 11:30 a.m. and 1:00 p.m. to 4:00 p.m.	Registration Deadline: Jan. 19
Session III	<u>June 4-7</u> 8:30 a.m. to 11:30 a.m. and 1:00 p.m. to 4:00 p.m.	Registration Deadline: April 5
Session IV	<u>July 9-12</u> 8:30 a.m. to 11:30 a.m. and 1:00 p.m. to 4:00 p.m.	Registration Deadline: May 10

- **Contact 806-677-2608 for paperwork and test location.**
- **Students will be mailed notification of assigned testing dates, times, and locations two weeks before testing sessions.**

REGISTRATION PROCEDURES:

The following registration documents must be filled out and returned to Canyon ISD:

- * **Application for GradeCourse Acceleration**
- * **Credit by Examination Registration Form**

Packets can be mailed or delivered to the following addresses:

Mail to: Canyon ISD Attn: Center Curriculum Department P.O. Box 899, Canyon, TX 79015

Delivered to: Canyon ISD District Service Center 3301 N.23rd Street, Canyon, TX 79015

The required forms **must** be received by the registration deadline noted above. Packets received at the Central Office after the deadline will NOT be processed. The application must be signed by **both** the counselor and the principal. **Incomplete applications will NOT be accepted at the District Support Center.**

- Students testing in **grades K - 5** must register for four examinations (language arts, mathematics, science and social studies) per testing session.
- Students testing in **grades 6 - 8** must register for both semesters of each course (two separate tests) and may register for up to eight semester tests per four-day testing session.
- Students testing in **grades 9 - 12** may register for up to eight tests per four-day testing session (each semester is a separate test).
- Students may take two tests per day. If a student/parent requests a testing date other than district-wide testing dates, the student/parent will be charged the full testing fee and the date of the test will be determined by the district.

ACCELERATION REQUIREMENTS (CREDIT BY EXAM WITHOUT PRIOR INSTRUCTION)

The Superintendent, or designee, shall be responsible for development and/or selection of tests for students without prior instruction. Tests used will be from a State Board approved university when available. Each examination shall thoroughly test the essential knowledge and skills in the applicable grade level or subject area.

Approval of credit or advancement on the basis of an examination for acceleration shall be by the Superintendent or designee, in accordance with State Board rules.

Canyon ISD may accelerate a student not six years old to the first grade at the beginning of the school year. Parents interested in pursuing acceleration must contact the school principal for information.

Canyon ISD will accelerate a student in **grades K through 5** one grade level if the student meets all of the following requirements:

1. The student has NOT had prior instruction.
2. A registration form for Grade/Course Acceleration is filed with the campus counselor and/or principal and all guidelines are met.
3. Without prior instruction, the student scores **80 percent** or above on the exam for the grade level to accelerate in **each** of the following areas: language arts, mathematics, science and social studies.
4. A Teacher Evaluation Form will be completed by the student's most recent teachers with the exception of Kindergarten. This form lists the essential knowledge and skills from a particular grade level that cannot be adequately tested by a pencil-and-paper examination. The teacher(s) will complete this form indicating the student's mastery level on the listed essential knowledge and skills. This form, in addition to the examinations, will be used by the school in the process of determining whether a student should be accelerated a grade level.
5. **A parent/student meeting MUST be held with the campus counselor and principal.**
6. The student's parent or guardian gives written approval of the acceleration.

Canyon ISD will give a student in **grades 6 through 12** credit for an academic subject in which the student has received no prior instruction if the student meets the following requirements:

1. The student has NOT had prior instruction.
2. A registration form for Grade/Course Acceleration is filed with the campus counselor and/or principal and all guidelines are met.
3. Students taking credit by examination for 6th- 8th grade courses must take both semester tests for each course. In order to get credit for a course in grade 6-8, the student must score **80 percent** or above on **both** examinations.
4. A high school student scores a grade of **80 percent** or above on the examination for acceleration for the applicable semester course.
5. The student's parent or guardian gives written approval of the acceleration.
6. If course acceleration requires a student to take the course on another campus, no accommodation will be made for transportation or travel time.

TEST MANAGEMENT PROCEDURES

Number of tests allowed to be taken per day - A maximum of two tests per day may be taken.

Notification of testing date(s) - Approximately two weeks before the test date(s), the student will receive a form indicating testing date(s), time(s), and location.

Review materials - Credit by Exam review sheets may be printed from the Texas Tech Distance Learning web site www.depts.ttu.edu/k12/cbe

Verifying student identity Students **MUST** provide identification the day they arrive at the testing location.

Examples of acceptable identification are as follows:

- Drivers license
- School ID
- Passport
- Recognizable yearbook picture with the student clearly identified in accompanying text.

If none of these identifications are available, the student must bring a letter on school letterhead stating they are to take the test. A recent photograph must be attached to the letter with a school official's signature on the back of the picture

Absences - Students who are absent miss their opportunity to take the test. Make-up dates will not be scheduled and parents will be charged the full amount of the tests.

Late arrival - If a student is late, the student will be allowed to test with a shortened time. The student will be asked to sign a waiver acknowledging that he/she will not benefit from the full testing time.

Testing time limit - The testing block will be 3 hours. Thirty minutes have been built into the block to allow for test distribution and other administrative needs. The tests take approximately 2 hours. Parents of Students needing transportation must be available to pick up students when they complete their test.

Cheating - If a student is caught cheating, the exam will not be scored. Students need to be reminded that possession of unauthorized materials is cheating, whether a student claims to have used the material or not. Students will not be allowed to copy questions or take notes from an exam and leave the testing room with those notes.

Test security - To maintain testing security, students are not allowed to take a break during their tests or to use the restroom. In case of emergency, someone will accompany the student to the restroom.

Review of exams after scoring - If a student asks to review the scoring of an exam or challenge a grade, he/she will be referred to the university providing the test.

APPLICATION FOR GRADE/COURSE ACCELERATION
Canyon Independent School District

GUIDELINES

- A formal written application must be completed and filed with the campus counselor and/or principal.
- A conference with the student, parent, and counselor must be conducted to consider all aspects of credit by exam.
- If the decision is made to allow the student to pursue available options for credit by exam, a plan will be devised and filed in the student's permanent record file.
- The application must be signed by both the counselor and the principal. Incomplete applications will NOT be accepted at the District Support Center.

To be completed by the student:

Student Name _____ School _____

Date of Application _____ Current Grade Level _____

Reason for Request: _____

:

To be completed by campus administrator:

Date of Conference _____ Persons in Attendance: _____

Credit by Exam Tests that student will register for: _____

Principal _____ Counselor _____

SIGNATURES – Incomplete packets or packets received at the District Service Center after the registration deadline will NOT be processed. By signing below, you are assuring you have read and understand the EXAMINATION FOR ACCELERATION GUIDELINES. The signatures also indicate your assurance that the student will be present for testing on the assigned date and time.

Student _____ Parent _____

Result of attempt to accelerate _____

This form must be placed in the student's permanent record folder.

**CREDIT BY EXAMINATION
REGISTRATION FORM - 2023-2024**

PLEASE PRINT

STUDENT NAME _____ DATE _____

PARENT NAME _____ PARENT EMAIL _____

COMPLETE ADDRESS _____
(mailing) _____ Street _____ City _____ State _____ Zip _____

STUDENT ID NUMBER _____ PARENT PHONE NUMBER _____

SCHOOL NAME _____ CURRENT GRADE LEVEL _____

***CREDIT/DEBIT CARD INFORMATION**

Name on card: _____ Card Number _____

Expiration Date: _____ Security code on back _____

TESTING SESSION (CIRCLE ONE)

SESSION I

Dec. 19-22

Registration Deadline: Nov. 3

SESSION II

March 5-8

Registration Deadline: Jan 19

Dates & Times WILL BE ASSIGNED

SESSION III

June 4-7

Registration Deadline: April 5

SESSION IV

July 9-12

Registration Deadline: May 10

INDICATE THE COURSE AND/OR GRADE LEVEL THAT YOU ARE REQUESTING FOR EXAMINATION.

ELEMENTARY _____ CIRCLE GRADE LEVEL K 1 2 3 4 5

Four exams will be taken: language arts, mathematics, science and social studies.

MIDDLE SCHOOL _____ CIRCLE GRADE LEVEL 6 7 8

*Check NO MORE than four subjects. Each subject requires **both** 1st & 2nd semester tests be taken. No more than eight tests (four subjects) may be taken per testing session.*

_____ Science _____ Mathematics

_____ English _____ History

HIGH SCHOOL _____

"A" Indicates **First Semester**;

"B" Indicates **Second Semester**

***Parents will be charged \$30.00 per test if the student/parent cancels or does not show up for testing.**

CHECK NO MORE THAN Eight TESTS

CD	Child Development	FSN	Nutrition and Food Science
ALG 1A	Algebra I	GEO 1A	World Geography Studies
ALG 1B	Algebra I	GEO 1B	World Geography Studies
ALG 2A	Algebra II	GEOM 1A	Geometry I
ALG 2B	Algebra II	GEOM 1B	Geometry I
BCIS 1A	Bus. Comp. Inf. Sys. I	GOVT	United States Government
BCIS 1B	Bus. Comp. Inf. Sys. I	HIST 1A	United States History
BIO 1A	Biology I	HIST 1B	United States History
BIO 1B	Biology I	HIST 2A	World History Studies
CMAF	Communication Applications	HIST 2B	World History Studies
CHEM 1A	Chemistry I	HLED	Health Education
CHEM 1B	Chemistry I	IFL	Individual and Family Life
ENG 9A	English I	KeyB	Keyboarding
ENG 9B	English I	MMOD 1A	Math Models
ENG 10A	English II	MMOD 1B	Math Models
ENG 10B	English II	PCAL 1A	PreCalculus
ENG 11A	English III	PCAL 1B	PreCalculus
ENG 11B	English III	PHY 1A	Physics I
ENG 12A	English IV	PHY 1B	Physics I
ENG 12B	English IV	PSY	Psychology
ENT	Economics	SOC	Sociology
FPF	Found. Personal Fitness	SPAN 1A	Spanish Level I
FREN 1A	French I	SPAN 1B	Spanish Level I
FREN 1B	French I	SPAN 2A	Spanish Level II
FREN 2B	French II	SPAN 2B	Spanish Level II