

GUIDELINES FOR AWARDING CREDIT BY ASSESSMENT

While the process of obtaining credit by assessment may be substituted for taking the course, the actual course work and instruction would provide a richer and more complete experience.

When the first student applies to receive credit for a course through an assessment process, the specific requirements for awarding the credit will be established. The same requirements will apply to other students who later request credit for that course. Requirements may be revised when the course is revised.

Process for applying and receiving credit: Grades 9-12

- A. The student will discuss the request for testing out with the school counselor and then complete the application. This process must begin at least two terms prior to the start of the regular class.
- B. Students must continue to maintain full time status in accordance with district policy.
- C. At the time the application is submitted it is assumed that the student is ready to begin the assessment process. All portions of the assessment must be completed within a two term period. The original copy of the student's application will be placed in the student's file.
- D. Students submitting an application for credit by assessment will be assigned a teacher advisor, coordinated by the talent development teaching and learning specialist. The counselor will share contact information for the teacher advisor with the student.
- E. The counselor will contact the curriculum office at the ESC once the application has been received. The talent development teaching and learning specialist, content area teaching and learning specialist or curriculum support team teacher, and a representative teacher of the course will determine the assessments and standards for awarding credit.
- F. When designing the assessments, input from at least one teacher of the course will be sought. The teacher(s) who provide(s) input may or may not be from the school where the student seeks credit.
- G. As a usual procedure the district end of course assessment, if one has been developed, would be used as the first part of the process. A predetermined passing rate will be identified for each assessment. If a student does not meet the passing rate for the part one assessment, they will not continue on to part two. At the time they are taking the assessment, students may offer a written explanation/clarification for their response to an assessment item they think is ambiguous.
- H. During the second portion of the assessment process, the student may be asked to demonstrate skills, answer questions in an interview, exhibit a portfolio of tasks, or be involved in some other performance based assessment.
- I. The teacher advisor will administer all assessments. If that assessment contains a performance component or requires the use of special equipment such as a computer, the school will make the arrangements.
- J. A student may attempt to test out only once for each course and may not test out of a course in which he/she previously received a grade or an incomplete. Courses which are sequential must be tested out in the same sequence. If a course requires a prerequisite, the prerequisite must have been completed or satisfactorily tested out ahead of time. If a student fails to complete the entire assessment process within the two terms allowed, the application will be denied. This does not, however, keep them from applying for other courses through the credit by assessment process.

- K. If the student completes an assessment process in a satisfactory manner, the student's transcript will show the credit earned and a course grade of P. The number of credits earned will be equal to the number of credits assigned to the course.

Teacher Responsibility

A teacher that accepts a student for credit by assessment will work with the curriculum department to offer the district course assessment, score the assessment, and report the scores to the curriculum department. The teacher will receive compensation for this work.

Anoka-Hennepin District No. 11
Coon Rapids, MN 55433
Guidelines Reviewed by Superintendent and Cabinet
June 11, 2012