



Inver Grove Heights Community Schools, ISD 199 Application for High School Credit by Assessment

Credit by Assessment Process and Timeline

1. At the time a student applies for credit through the assessment process, it is assumed that he/she is ready to demonstrate the knowledge of the content standards and competencies. The student will discuss the Credit by Assessment with the school counselor and will complete this application. This is applicable for 9-12 students only.
2. The Credit by Assessment Application must be received before the beginning of the trimester preceding the regular class. (The summer period is treated as one trimester.) All portions of the assessment must be completed at least 45 days before the regular class.

Application due by:	Requested Trimester for Class:
Last student contact day of Trimester 3	Fall Trimester
First student contact day of Trimester 1	Winter Trimester
First student contact day of Trimester 2	Spring Trimester

3. A score of 80% is required to demonstrate successful mastery of content/standards in order for credit for high school graduation to be given or for a student to move on to the next level of the assessment. If the student does not achieve this level, the credit is not awarded; and the student must take the course to earn the credit. A student may only attempt to test out of a give course once and may not test out of a course in which the student has previously received a grade.
4. The intent of the Credit by Assessment process is to give students an opportunity to test out of a course for which they already have mastered the learning. It is not provided as an opportunity to independently study and then take a test to pass out of a course. Credit by Assessment may not to be used to make up “incompletes” nor for credit recovery.
5. At the time the application is submitted, it is assumed that the student is ready to begin the assessment process, and it will be scheduled no later than 45 days prior to the start of the regular course. It is the student’s right to be informed of the assessment procedures to be used and the content/standards to be included in the assessment. Students may request to receive a copy of the course syllabus and materials list. They may also view the textbook in the Counselor’s office or through the administration office during the summer.

6. For courses offered by the district, the school will create a credit by assessment/exam that includes the power standards (essential learning) of the course. Exams will be limited to a maximum of 6 hours including instruction and breaks. Exams will be scheduled at the discretion of the district. Once an exam has been established for a course, subsequent applicants will be evaluated using the same exam(s) and criteria. However, adjustments may be made to reflect any changes to the course or power standards. The exam(s) may be developed in one or more formats including, but not limited to the following:
 - a. A formal written test covering all or a portion of the course content
 - b. A performance-based assessment
 - c. Demonstration of skills
 - d. Interview
 - e. Presentation
 - f. Exhibition and/or written composition
7. Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 Plan specify a necessary modification or accommodation.
8. When a student completes the assessment process in a satisfactory manner, the student's transcript will show the credit earned. Credit is awarded with no letter grade attached and will be designated by a "P" for pass and therefore, is not applied to the student's GPA.



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Credit by Assessment Application

Date Received: _____

Name _____ Phone _____

Address _____

School _____ Grade _____

I am applying for assessment to receive credit for the following course:

_____ Course Start Date: _____

I believe that I have the content/skills for this course previously mastered because... (Provide specific examples of skills that you have acquired in the content area as well as previous coursework or experiences that have helped you achieve this learning.)

A score of 80% is required to demonstrate successful mastery of course content/standards in order for High School graduation credit to be awarded.

(student signature) (date)

(parent/guardian signature) (date)



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The following signatures must be collected prior to submitting the application:

(Current Content Area Teacher or Dept Chair)

(Counselor)

(Principal)

Record of Assessment:

Course: _____ Date _____

Evaluator/Assessment Administrator: _____

Result of Assessment:

Earned Credit Total: _____ Did not pass assessment: _____