



Credit by Exam Request - Grades 9-12 2022-2023

Student Name _____ Local ID _____

Grade _____ Campus _____ DOB _____

Date of Request _____

You have requested to take a credit by exam (check one below):

☐ **without prior instruction**

☐ **with prior instruction**

Complete the information below and submit it to your counselor. The campus counselor will review the information and determine if you are eligible to take a CBE.

Select a session. Credit by Exam will be administered on your campus.

☐ **Session 1:** July 19-21, 2022

Registration deadline: June 24, 2022

☐ **Session 3:** February 2-4, 2023

Registration deadline: January 6, 2023

☐ **Session 2:** November 3-5, 2022

Registration deadline: September 23, 2022

☐ **Session 4:** May 4-6, 2023

Registration deadline: March 31, 2023

Name of Course: _____

Course Section (select one or both): ☐ **Semester A** ☐ **Semester B**

Name of Course: _____

Course Section (select one or both): ☐ **Semester A** ☐ **Semester B**

Name of Course: _____

Course Section (select one or both): ☐ **Semester A** ☐ **Semester B**

Name of Course: _____

Course Section (select one or both): ☐ **Semester A** ☐ **Semester B**



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GENERAL GUIDELINES

As per testing guidelines, three hours are allowed for each exam. The examinations are purchased from Texas Tech University and thoroughly test the essential knowledge and skills for each secondary academic subject area.

Study guides can be downloaded at: <https://www.depts.ttu.edu/k12/cbe/review/>

Depending upon the availability of books, the students who have applied to take a CBE may obtain textbooks from the campus textbook coordinator if needed for review. These books must be returned after testing.

Score reports are generally available 3-6 weeks after testing and are mailed directly to the school counselors. The counselors will release the scores to the students.

There is no fee for CBE testing. Please carefully consider availability during the testing window before completing the registration form.

Students scoring 80% or above on the CBE for original credit will receive credit for the applicable course and the examination score will be indicated on the student's transcript. CBE is not calculated in the official Grade Point Average (GPA) used for class ranking purposes; however, it is calculated in the 4.0 GPA used for college admission, NCAA eligibility, and scholarship applications.

Students who test for subjects which they have previously failed and who are seeking credit recovery, must score at least 70% on the test in order to obtain credit.

Student Signature

Date

Parent Signature

Date

FOR OFFICE USE ONLY

After reviewing all documents and referencing MISD Board Policy EHDC (Local & Legal), it has been determined that the student named above meets all CBE eligibility requirements (enrollment, age, grade level) for the grade level/course listed above. I have also counseled with the student and/or family regarding the purpose and appropriateness of the CBEs, as well as, the score requirements to advance to the next grade level/course.

Counselor Signature

Date Received

This form should be kept on file at the campus.