

## **Guidelines and Procedures for Credit by Examination for Accelerated Placement (Without Prior Instruction) CBE/WOPI**

1. Student and parent/guardian should complete the "Application for Credit by Examination" (see link below for application). All appropriate school personnel should sign form before it is accepted. A copy of the completed form will be kept in the student's PRC.
2. The credit by examinations(s) will be ordered and administered by administrators or counselors on the campus. They will be graded by Texas Tech University.
3. The tests are given on the dates noted on the MISD website. However, tests for acceleration may be given at any time at the principal's discretion.
4. The deadline for submitting applications for testing is 30 days before the testing date. Because we must order the tests from Texas Tech and receive them by mail, the district must have sufficient notice.
5. Each credit examination must be completed within three hours. Each ½ credit (or semester) at the secondary level has a separate test. For example, Biology 1-A (first semester) and Biology 1-B (second semester) are two different tests.
6. For accelerated placement at the elementary level, each of the four major areas (reading/language arts, mathematics, science and social studies) will have a test. There is a fee for each test (see Texas Tech website for test fees). Principal recommendation and permission from the student's parent or guardian are prerequisites for accelerated placement at the elementary level.
7. It is not the responsibility of the district or the campus to provide textbooks, materials, TEKS curriculum, review sheets, or any other materials to the student. Texas Tech does provide credit by examination (CBE) review sheets, but no hard copies are available. You can view and print the review sheets at [www.dce.ttu.edu/cbe/reviews.cfm](http://www.dce.ttu.edu/cbe/reviews.cfm).
8. The counselor will be designated as the Credit by Examination (CBE) contact person at the campus. The Director of Student Development will be the contact person at Central Office.
9. The test(s) will be administered on campus by the person(s) designated by the principal. Tests in several subject areas may be administered in the same room at the same time. The test instructions are self-explanatory and a list of other materials needed, such as a calculator or dictionary, will be specified in advance by Texas Tech.
10. A copy of the student's credit by examination (CBE) results will be placed in the student's PRC.
11. A list of tests available from Texas Tech can be viewed at [www.dce.ttu.edu](http://www.dce.ttu.edu).