



SECTION II: INSTRUCTION POLICY 2000

Credit by Examination

Effective with the 2015-2016 school year, Insight School of Oklahoma (“ISOK”) adopted a policy to recognize that proficiency assessments for purposes of providing credit by examination is beneficial to its students and appropriate considering the demographics of its student population.

Proficiency assessments for purposes of providing “credit by examination” refer to assessments administered for the purpose of providing course credit for a student who demonstrates mastery of a set of competencies through the examination in lieu of completion of Carnegie units (“proficiency based promotion”).

A. Requests for proficiency assessments for credit by examination.

1. All students legally enrolled at ISOK shall have at least two opportunities per school year to obtain course credit through examination in each required curriculum area. ISOK shall permit a request for assessment for this purpose to be initiated by a student or the student’s teacher, parent, or legal guardian.
2. A student need not be identified as a “Gifted and Talented” as a prerequisite to request an assessment for the purpose of obtaining credit by examination.
3. Enrollment in a course or completion of a course shall not be a prerequisite for requesting an assessment for the purpose of obtaining credit by examination.
4. Students who do not successfully demonstrate proficiency shall be allowed to attempt the assessment again during the next available proficiency evaluation period.

Source: ISOK Board Policy adoption 7/26/2016

Revised 6/20/2017

Revised 6/13/2019

Revised 9/14/2023

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B. Curriculum areas eligible for course credit by examination.

CBE's (Credit by Examination) are available for all courses, except Career and Technical Education Courses (CTE).

Written criteria for demonstrating mastery in each required curriculum area will be made available to the student or the student's parent or legal guardian upon request. Demonstration of proficiency in all laboratory science courses shall include a requirement of demonstration of the student's ability to perform relevant laboratory techniques.

C. Course credit through examination.

The assessment tools to be utilized by ISOK will be determined by the Executive Director. Students may take assessments for this purpose before, during, or after enrollment in the course. Assessments of proficiency for this purpose shall require a demonstration of proficiency appropriate to the curriculum area and shall meet all of the following requirements:

1. Credit by Examination (CBE) shall require the student to obtain a proficient score through Oklahoma School Testing Program (OSTP) or the assessment tool identified by the Executive Director.
2. CBEs may be administered for students who are off cohort and/or have previously failed the courses that align with OSTP/CCRA testing and/or subject area state standards. OSTP/CCRA scores, as well as the assessment tool identified by the Executive Director, may be used for proficiency-based credit by examination. Exemptions may be identified by counselors and administrators.
 - a. Courses that are tested under the Oklahoma School Testing Program ("OSTP"), 70 O.S. §1210.508 may be granted credit for obtaining at least proficient scores on the corresponding test as outlined below:

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- i. Credit by examination for secondary-level courses that are used to meet high school graduation requirements and are tested under the Oklahoma School Testing Program at 70 O.S. § 1210.508 shall require a score of at least “Proficient” or above in the criterion-referenced test that corresponds to the required course.
 - ii. Credit by examination for any elementary or middle level course shall require the student to obtain a score of “Proficient” or above on the criterion-referenced test that corresponds to the course for which the student seeks credit.
- b. Courses that are tested using the assessment tool determined by the Executive Director may be granted :
 - i. The assessment tool for the curriculum area requires a demonstration of proficiency that is appropriate to the subject area; and
 - ii. The assessment tool for the curriculum area is aligned to ISOK’s curriculum standards and accurately measures the student's demonstration of the sets of competencies in the current academic method and process standards, which are most recently adopted by the State Board of Education.
 - iii. Examples of types of appropriate assessment tools in curriculum areas not tested under the provision of the OSTP may include, but shall not be limited to:
 - 1. A portfolio of student work;
 - 2. A criterion-referenced assessment;
 - 3. A student thesis;
 - 4. A student project;
 - 5. A student performance or recital.

Source: ISOK Board Policy adoption 7/26/2016

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D. Students with disabilities.

Every evaluation or assessment tool administered to students in accordance with the provisions of this policy shall include necessary accommodations set forth in a student's IEP or Section 504 plan, if any. Accommodations to a proficiency assessment may be approved by the Executive Director, or an appointed designee, for students with disabilities. The appropriateness of such accommodations shall be determined on a case-by-case basis in accordance with the student's IEP or Section 504 plan.

E. Results of proficiency assessments.

1. **Unsuccessful demonstration of proficiency.** Failure to demonstrate proficiency in an assessment provided in accordance with the provisions of this policy shall not be noted on the student's transcript.
2. **Successful demonstration of proficiency.** If the student received instruction and completed the course previously at ISOK or any other school, a score of at least 60% will be considered a successful demonstration of proficiency. A proficiency score on the OSTP test or at least 80% is required for students who have not previously received instruction and completed the course. If a student takes the course and passes a proficiency test, the higher of the two grades will be transcribed and calculated in the overall GPA and class rank. The lower of two will be listed on the transcript but will not have an associated grade or be counted in overall GPA or class rank. Scores will be transcribed as follows:

A = 90-100% or Advanced on the OSTP/CCRA test

B = 80-89% or Proficient on the OSTP/CCRA test

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C = 70-79%

D = 60-69%

Decisions regarding promotion of students who demonstrate proficiency in a required curriculum area shall meet all of the following requirements:

- a. ISOK shall confer with parents or guardians in making decisions regarding student promotion.

Such factors as the social, emotional and intellectual needs of the student will be considered.

High school grade levels are determined by credits earned and documented through official transcripts.

- b. If the parent or guardian requests promotion/acceleration contrary to the recommendation of ISOK personnel, the parent or guardian shall sign a written statement which shall be included in the permanent record of the student.

- c. If a student is being assessed in a set of competencies that is part of a curriculum sequence, the student may demonstrate proficiency in any sequence recommended by ISOK.

Source: ISOK Board Policy adoption 7/26/2016

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