



Kenedy Independent School District

Policies & Procedures For the Administration of Credit By Exam

2020 – 2021 DISTRICT EXAM SESSIONS

August 24 - September 30, 2020

January 11- February 26, 2021

April 5 – May 10, 2021

July 25 - August 13, 2021

Credit By Exam Administrative Policy & Procedures

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Kenedy Independent School District

Credit by Exam (CBE) & Exams for Acceleration (EA) Administrative Procedures

I. 2020 – 2021 Exam Dates

A. In accordance with guidelines set by the Texas Education Agency (TEA), Credit by Exams (CBE) are offered to Kenedy students four times during the academic year. The sessions listed in the chart below are published in the current Kenedy ISD Student/Parent Handbook, on the District website, and in the 2020 - 2021 Assessment Brochure.

Testing Window	Parent Deadline	Campus Deadline	Test Location
August 24 - September 30	August 1	August 10	TBD
January 11- February 26	December 7	January 8	TBD
March 22 - April 30	March 1	March 10	TBD
July 19- August 13	July 1	July 9	TBD

II. KISD Credit By Exam procedures align with Board Policy that address Alternative

Methods for Earning Credit:

- A. EHDB (LEGAL) & EHDB (LOCAL) - Credit By Examination With Prior Instruction
- B. EHDC (LEGAL) & EHDC (LOCAL) - Credit By Examination Without Prior Instruction

III. What Is A Credit By Exam (CBE)?

A. The Texas State Board Of Education mandates all Texas school districts to offer examinations for acceleration at every grade level and for every subject area offered in grades K-12. The Credit by Exam process provides students with an opportunity to advance to the next course once they have received credit.

B. University of Texas @ Austin under the name of University of Texas High School offers a wide array of exams that match the needs of students that attend classes in Kenedy I. S. D.

IV. Credit by Exam Policy Provisions

A. TEA policy §74.24 Credit by Exams (c)(6): states a student may not:

1. Attempt to earn credit by examination for a specific high school course more than two times. 2. Attempt to earn credit by exam for Algebra 1, Biology, English 1, English 2, and United States History without prior instruction, these courses are assessed by STAAR EOC as a graduation requirement

B. Kenedy I. S. D. will offer students who have received prior instruction the opportunity to recover lost credit for any available subject including: Algebra 1, Biology, English 1, English 2, and United States History at the expense of the student.

C. For more information about this policy change, please visit:

<http://ritter.tea.state.tx.us/rules/tac/chapter074/ch074c.html> #74.24

V. Application Process

A. The CBE application can be initiated by any stakeholder in the Kenedy Learning Community to include, administrators, counselors, faculty, parents and students. Blank applications are available on each campus. See the campus counselor.

1. Interested applicants should make an appointment to meet with his or her counselor to discuss the best plan needed to meet individual academic goals. The counselor will establish the purpose of the student participation (acceleration or credit recovery).

2. All applications must be validated by the student's current counselor against the applicant's official school records and current class schedule who will indicate the purpose of the CBE (acceleration or credit recovery).

3. The Counselor will present all validated applications to the campus Principal for approval.

4. A student conference is arranged by the CBE Coordinator to explain the remaining steps needed to complete the application process.

All applications are required to be signed by the student and the student's parent/guardian and returned to the CBE Coordinator by the student on or before the published "student deadline."

1) Students taking a CBE for the purpose of credit recovery must submit payment of \$35.00 per semester exam with the signed application.

2) Students taking a CBE for course acceleration do not submit exam fees.

5. The designated CBE Coordinator is required to submit completed applications to the District Testing Coordinator (DTC) on or before the published "campus deadline."

a. All fees collected for applications for Credit Recovery must be submitted with the

application to the DTC.

b. Late Applications will be returned to the CBE Coordinator and assessments will not be ordered.

VI. How Does the Campus Counselor Determine If a Student Qualifies to take a CBE for Acceleration or Credit Recovery?

A. A campus official (Counselor, Principal, and/or Assistant Principal) must first determine which type of assessment a student qualifies to take before presenting the opportunity to the student and his/her parent/guardian for consideration.

1. Grades K–8: Students are required to successfully complete CBEs in all four cores, language arts, mathematics, science, and social studies with the goal of accelerating or skipping a grade level.

2. High School, Grades 9–12: students can earn course credit two ways when taking a CBE.

a. **CBE for Acceleration (EA)** – A student has not received formal instruction in the course and takes the exam for credit. The student **must earn a minimum score of 80** on the CBE to qualify for acceleration.

b. **CBE for Credit Recovery** – A student completed course work under formal instruction and did not earn credit for the course either due to excessive absences or incomplete work. The student **must earn a minimum score of 70** on the CBE to receive course credit.

SAMPLE DECISIONS FOR DETERMINATION

Scenario 1: A student submits an application to take a credit by exam for both semester A & B of Spanish II. The campus representative verifies that the student was enrolled in Spanish II both semesters and was not given credit for the course work. The student qualifies to take the Spanish II exam as method of credit recovery for a total of \$35 per semester or \$70 for the full year.

Administrative Considerations:

The principal, designee, or the attendance committee as applicable, has the authority to offer a student the opportunity to demonstrate mastery in a subject or to earn course credit by examination when the student has had prior instruction in a subject. For example:

- The student is enrolling in the District from a non-accredited school [see FD];
- The student has failed a subject or course due to missing assignments; or
- The student has earned a passing grade in a subject or course but has failed to earn credit because of excessive absences [see FEC].

Scenario 2: It is early December, and the elementary Principal approaches the parents of a second grade student to seek parental permission for school officials to administer third grade CBEs to their son who has revealed academic promise coupled with displaying signs of boredom in his current second grade classroom. The Principal explains that since their child has not received

formal instruction at the third grade level, the student qualifies to take the third grade CBE in language arts, mathematics, science, and social studies with the possibility of advancing from second to fourth grade if he successfully passes all four exams. The Principal explains that since these exams were for the purpose of accelerating the student's level of education, the cost the exams would be paid by the district.

Administrative Considerations:

When it is in the best interest of a student to accelerate a student to meet their academic needs, the Superintendent or designee has the authority to offer exams that comprehensively examine the student's ability measured by the essential knowledge and skills in the applicable course or grade level that the student will skip. (Assessing the student's ability/skill/knowledge of a subject or grade level without prior instruction) For example:

- The District shall accelerate a student in Grades 1–5, one grade level if the student meets the following requirements:
 1. The student scores 80 % or above on a criterion-referenced test for the grade level to be skipped in each of the following areas: language arts, mathematics, science, and social studies;
 2. A District representative recommends that the student be accelerated; and
 3. The student's parent or guardian gives written approval of the acceleration.
- The District shall accelerate a student one course at a time in Grades 6-12:
 1. The District shall give a student in grades 6–12 credit for an academic subject in which the student has received no prior instruction if the student scores:
 2. 80% or above on a criterion-referenced examination for acceleration for the applicable course;
 3. A “3” or higher on an advanced placement examination approved by the Board and developed by the College Board; or
 4. A scaled score of 60% or higher on an examination approved by the Board and administered through the College-Level Examination Program (CLEP).

If such credit is given, the District shall enter the examination score on the student's transcript and the student is not required to take an end-of-course assessment instrument under Education Code 39.023(c) for that subject.

ADMINISTERING CREDIT BY EXAM

AN IMPORTANT NOTE REGARDING CREDIT BY EXAMS PURCHASED:

UTHS Credit By Exams are issued with pre- printed student information that includes a test session date. If a student decides not to take a test, it cannot be administered to a different

student or at a different time. The Campus CBE Coordinator Responsibilities Include:

- 1) Attendance and active participation in an annual training session scheduled and conducted by the District Testing Coordinator each Fall Semester.
- 2) Monitors the application process validating the completion of each step before submission to the District Testing Coordinator on or before the published session application deadline.
- 3) Will identify and train CBE Proctors according to the UT Processes under the supervision of the Campus Principal.
- 4) Will coordinate logistics for assessing students to include providing students with a copy of the course study guide prior to exam day and notifying each student of the time and location for the exam.

Determining the Campus Assessment Schedule:

- 1) Students have a three hour time limit for each exam.
- 2) Students with multiple exams may only take one exam per day. Example:
 - a) Student Acceleration (entire year) Grades 1-8 Consists of four core exams in Language Arts, Science, Social Studies, and Mathematics. Schedule the student to test four consecutive days with one subject each day.
 - b) Student Acceleration or Credit Recovery for students in grades 9 through 12 who are earning credit for a full one year course consists of two semester exams. Schedule the student to test two consecutive days beginning with semester “A” and ending with semester “B”.
- 3) The District Testing Coordinator will inventory and distribute exams ordered to the Campus CBE Coordinator.
 - a. The CBE Coordinator will sign for the exams listed on the “DISTRICT CONTROL FORM” prior to transporting documents to the campus.
 - b. Upon arrival at the campus, exams will be placed in a secure location on the campus until the scheduled assessment day.

POST ADMINISTRATION: DOCUMENTATION CHECKLIST TO INCLUDE WITH COMPLETE EXAMS WHEN RETURNING TO THE DISTRICT TESTING OFFICE

The Campus CBE Coordinator is responsible for collection and providing the District Testing Coordinator with the following documents upon returning completed exams to be shipped to UTHS

for scoring.

DOCUMENTATION CHECKLIST

- _____ PROCTOR Training Sign-In Sheet (Photo Copy)
- _____ KISD PROCTOR OATHS (Photo Copy)
- _____ UT AUSTIN PROCTOR OATHS (The Original – Keep a photocopy for campus records)
- _____ STUDENT ATTENDANCE ROSTER/SEATING CHARTS (Photocopy)
- _____ SECURE MATERIALS SIGN-OUT/IN FROM COORDINATOR TO PROCTOR (Photocopy)
- _____ RECORD OF COMPLETED CBE's RETURNED FOR SCORING (Photocopy)
- _____ RECORD OF RETURNED CBEs NOT TAKEN (The Original – Keep a photocopy for campus records)
- _____ REPORTED INCIDENTS (The Original – Keep a photocopy for campus records)

ASSESSMENT PROCEDURES

1. Campus CBE Coordinator Testing Room Check Must Be Completed Before The First Test Day.

- o If needed, are all computers ready to go?
- o Are all headphones (equipped with microphones) in good working order?
- o Is the room well-lighted and comfortable?
- o Are all instructional materials on the walls and bulletin boards covered?

2. Proctors must check-out exams before students arrive. The process includes:

- o Verify each exam using the Student Roster/Attendance Record/Seating Chart.
- o Once verified, sign exams out using the Campus Control Form.
- o Before leaving the staging room, Proctors are required to sign each Confidential Integrity Agreement included with **each individual exam**.

3. Student Arrival/Check-In:

- o For Proctors who may or may not personally know the testing students, testers must present a current form of ID with a picture or the Campus CBE Coordinator may confirm the student's identity.
- o All electronic equipment (Cell Phones, etc.) must be turned off and given to the Proctor prior to the beginning of the test.

- o Students' Personal Items must be placed at the front of the room.
- o Food and/or drinks are not allowed in the test room.
- o Proctor should complete the Attendance roster as students arrive.
- o Proctor posts a copy of the Attendance Roster and a Do Not Disturb – Testing sign on the outside of the door. **Door must be unlocked and closed. Door window must be uncovered.**

4. Exam Distribution:

- o The Proctor must present the unopened exam and answer document to each student with two #2 sharpened pencils. Scratch paper may be provided and must be collected and returned to UT with the exam. If provided, students must write their full name at the top of each sheet of blank paper provided by the Proctor.
- o Instruct students to sign the Examinee's Certification attached to the exam.
- o Proctor will provide students with all applicable instructions indicated by UTHS and upon signaling that students may *begin*, ***will record the Start Time on the Seating Chart.***

5. During the Exam:

- o The Proctor must actively monitor the test room. All students must be in full view.
- o Students are NOT allowed to use calculators, cell phones, handheld mini computers, personal digital assistants, or laptop computers unless authorized by instructions on the exam.
- o Students must remain in their seats at all times and are not allowed to talk to other testing students once the exam has started.
- o Students are not allowed to move the exam from one room to another or remove the exam for any reason. Doing so will automatically result in a failing score.
- o Students should raise their hand to indicate they have completed their exam. The Proctor will walk to the student and collect all items including pencils.
- o After the exam materials have been collected, the Proctor should provide the student with a pass to return to class and **dismiss the student.**

6. Post Administration:

- Proctors return all exam materials to the Campus CBE Coordinator who will verify all items have been sufficiently returned.
- **Proctors must sign the Certificate of Supervision on each exam.**

7. Campus CBE Coordinators are required to return all exams to the District Testing Coordinator on the last day of the testing window before 3 PM.

- o In addition, copies of the control form and seating charts must be submitted to the District Testing Coordinator.

8. Test Results: UTHS will send electronic notification of student results to the District Testing Coordinator

who will notify the Campus CBE Coordinator. Official transcripts will follow to be placed in each student's confidential record. Parents should be notified of the credit award and/or placement decision by the Campus CBE Coordinator or the Campus Counselor. Be advised that e-mail notification from the University of Texas @ Austin with the student's results does not constitute an official record. Credit award and placement decisions will be made based on board policies EHDB and EHDC.

Student Testing Options and Forms

Grade 9 – 12 CBE MENU OF EXAM OPTIONS

CAREER AND TECHNOLOGY

- Business Information Management, First Semester
- Business Information Management, Second Semester

ENGLISH LANGUAGE ARTS

- English 1, First Semester
- English 1, Second Semester
- English 2, First Semester
- English 2, Second Semester
- English 3, First Semester
- English 3, Second Semester
- English 4, First Semester
- English 4, Second Semester

FINE ARTS

- Art 1, First Semester
- Art 1, Second Semester

FOREIGN LANGUAGE/LANGUAGES OTHER THAN ENGLISH

- Spanish 1, First Semester
- Spanish 1, Second Semester
- Spanish 2, First Semester
- Spanish 2, Second Semester
- Spanish 3, First Semester
- Spanish 3, Second Semester

Other languages possible on a case by case basis

HEALTH AND PHYSICAL EDUCATION

- Foundations of Personal Fitness, One Semester

MATHEMATICS

- Algebra 1, First Semester
- Algebra 1, Second Semester
- Geometry, First Semester
- Geometry, Second Semester
- Algebra 2, First Semester
- Algebra 2, Second Semester
- Pre-calculus, First Semester
- Pre-calculus, Second Semester

SCIENCE

- Integrated Physics and Chemistry 1, First Semester
- Integrated Physics and Chemistry 1, Second Semester
- Biology 1, First Semester
- Biology 1, Second Semester
- Chemistry 1, First Semester
- Chemistry 1, Second Semester
- Physics 1, First Semester
- Physics 1, Second Semester

SOCIAL STUDIES / ECONOMICS

- World Geography Studies, First Semester
- World Geography Studies, Second Semester
- World History Studies, First Semester
- World History Studies, Second Semester
- United States History Studies Since Reconstruction, First Semester
- United States History Studies Since Reconstruction, Second Semester
- United States Government
- Economics with Emphasis on the Free Enterprise System and Its Benefits

CBE STUDY GUIDES

GRADES K – 8

For the Following Subjects

Language Arts

Mathematics

Science

Social Studies

<http://www.utexas.edu/ce/k16/cbe-ea/study-guides/k-8>

GRADE 9 – 12

For All Course Offerings

<http://www.utexas.edu/ce/k16/cbe-ea/study-guides/9-12>

THE STUDENT APPLICATION PROCESS

COMPLETING THE APPLICATION PROCESS & MEETING THE ORDER DEADLINE

The best way to discover students on your campus that would benefit from taking a Credit by Exam is through collaboration with the campus administration and faculty. When ready to begin the application process, the following information provides a step-by-step process for successful exam enrollment.

1. Student Information – See **Table A** for Information needed for coding Student Demographic
2. Select Exam Session
3. List CBE – Course Subject & Semester (Students are limited to one subject – two semesters for one whole credit per session.
4. **BEFORE** meeting with the student to discuss taking a Credit by Exam, section titled **Administrative Verification & Approval** must be completed by **BOTH** the Campus Counselor and Principal. It is **very important** for the counselor and principal to review the student's official transcript, class schedule for the current year, course grades, and attendance records when verifying a student's qualifications for taking the exam. **This section must be completed before approaching the student.**

If the student or the student's parent(s)/guardian(s) initiated the request, the Campus CBE Coordinator should explain the process of determining a student's qualifications.

5. **Student Acceptance & Parent/Guardian Permission** – Student and parent/guardian commitment is a key element

in successfully fulfilling the purpose for offering students the opportunity for acceleration or credit recovery. When presenting the application for the student's signature, the CBE Coordinator must provide the student with a hard copy of the Course Study Guide. Answer any questions the student might have and then ask the student to take the application home for their parent or guardian to sign. Remind the student of the deadline for returning the signed application. For students who are taking the CBE for the purpose of Credit Recovery, let them know the total fee amount due when the application is returned for submission. Applications received after the deadline will need to be processed for a later test session.

6. The Campus CBE Coordinator must carefully check each application to make sure all information is complete and correct. All applications are due by 4 PM on the published "Campus Deadline." Before turning in the completed applications remove the back copy (pink copy) of the three-part carbonless form and place it in your CBE binder. This is your control copy. The white and yellow copy must be turned in to the District Testing Coordinator.

7. Hints for Success:

- A. Call the Parent/Guardian to discuss any questions they may have about the Credit by Exam program.
- B. Physically find the student the following day to collect the application or see if they have additional questions.
- C. When the application is returned, provide the student with a “Ticket” that has the date, time, and location of where they need to go on test day.
- D. One week before the exam week, check-in with all the testing students to ensure they remember they are testing.

CHECK ONE	EXAM DATES
	Aug 24 - Sep 30
	Jan 11 - Feb 26
	March 24 - April 30
	July 19 - Aug 13

CAMPUS:	
COORDINATOR:	

STUDENT NAME: <i>(Last First)</i>						GRADE:						D.O.B:									
PEIMS ID#:									SISD ID#:						GENDER:		M		F		
HOME ADDRESS:												CITY:									
												ZIP CODE:									
PHONE:								PARENT/GUARDIAN NAME:													
ETHNICITY	RACE	ECD DIS	TITLE I	SOL	MIGRANT	LEP	BIL	ESL	SpEd	G/T	AT-RISK	CTE									

Credit by Exam <i>Limit: One Subject – Two Semesters/per test session</i>		Reason For The Exam CHECK ONE	
COURSE SUBJECT	SEMESTER A OR B?	ACCELERATION	CREDIT RECOVERY

Administrative Verification & Approval Required – Check The Applicable Box To Indicate CBE Purpose		
WITHOUT PRIOR INSTRUCTION	WITH PRIOR INSTRUCTION (\$35 Fee Payable by Student Per Course Listed)	
The above named student meets the criteria needed to take a credit by examination (CBE) with the purpose of earning course credit(s) in the subject(s) indicated above without prior instruction.	The above named student meets the criteria needed to participate in credit by examination (CBE) for a course or courses where the student received prior instruction without earning credit for the course.	
The request for the above exam type and subject(s): _____ approved _____ not approved		
Counselor (Print Name)	Counselor's Signature	Date
Principal (Print Name)	Principal's Signature	Date
Campus CBE Coordinator (Print Name)	Campus CBE Coordinator's Signature	Date

STUDENT ACCEPTANCE & PARENT/GUARDIAN PERMISSION	
<p>The student signature below indicates their acceptance of the opportunity to take the above listed Credit by Exam(s) for the purpose of course acceleration or credit recovery.</p>	
<p>Student's Signature: _____</p>	<p>Date Signed: _____</p>
<p>The individual listed below is the parent/guardian of the identified student requesting to participate in a credit by exam(s) listed. The signature of the parent/guardian indicates they agree to allow their student to participate with the understanding that a fee of \$35 for each exam taken when the student has had "Prior" instruction in the course tested is the responsibility of the student/parent/guardian. Payment must be attached to the application before exam is ordered.</p>	
<p>Parent/Guardian Name: _____</p>	<p>Phone: _____</p>
<p>Parent/Guardian Signature: _____</p>	<p>Date: _____</p>

FOR OFFICE USE ONLY			
APPLICATION SUBMISSION DATE	CBE ORDER DATE	EXAM DATE(S)	DATA ENTRY

Counselor/CBE Coordinator Forms

Demographic Coding on the Student Application

TABLE A **CODING STUDENT DEMOGRAPHICS**

ETHNICITY RACE				1 = YES	0 = NO				
Hispanic				Non-Hispanic					
RACE				1 = YES	0 = NO				
African American	White	American Indian, Native Alaskan	Asian	Pacific Islander, Native Hawaiian	More Than Two (2) Races	Hispanic			
ECO DIS									
Not Identified as Economically Disadvantaged		Eligible for Free Meals under the National School Lunch Program		Eligible for Reduced-Price Meals under the National School Lunch Program		Other Economic Disadvantage			
00		01		02		99			
TITLE 1									
Student attends a campus with a school wide program		Student participates in a program at targeted assistance school		Student is previous participant in program at targeted assistance school		Student does not attend a Title I, Part A school, but receives Title I, Part A assistance because the student is homeless		Student does not currently participate in and has not previously participated in a program at the current campus.	
6		7		8		9		0	
504				1 = YES	0 = NO				
MIGRANT			LEP						
YES	NO		Currently identified as	Exited – Yr. 1 of Monitoring	Exited – Yr. 2 of Monitoring		Not Enrolled as LEP		
1	0		C	M1	M2		0		
BIL					ESL				
Student does not participate	Transitional – Early Exit	Transitional – Late Exit	Dual Language Immersion – 2 Way	Dual Language Immersion – 1 Way	Student does not participate	English as a second language – Content Based	English as a second language – Pull-out		
0	2	3	4	5	0	2	3		
SpEd	G/T	AT-RISK	CTE						
1 = YES 0 = NO			No participation in CTE Courses	Enrolled in 1 or more State Approved CTE Courses as an elective	Participates in CTE Courses		Participates in the District's Tech Prep Program		
			0	1	2		3		

TEST SESSION TICKETS WITH A DUAL PURPOSE

Campus CBE Coordinators are required to provide students with a written receipt for complete applications that are submitted on time. The “Testing Ticket” has been an effective way to communicate with students regarding the following information:

- Subject Tested
- Scheduled Test Day & Date
- Report Time
- Test Room Location

The purpose of written notice is to provide students with important information about when and where they need to be on exam day.

Sample CBE “Testing Ticket”

Admit One...

EXCLUSIVELY FOR:

Student: John H. Smith Grade: 9 ID#: 654321

Featuring...

SPANISH I –Semester A Credit By Exam

Monday, September 12, 2016 At 8:30 AM

Kenedy High School

Room: 205 B

Board Policies

Kenedy I. S. D. BOARD POLICIES

Policy Guide: See the following Policies online at www.kenedyisd.com

EHDB – Credit Recovery: Legal/Local

EHDC – Course Acceleration: Legal/Local

Administrative Forms

ADMINISTRATIVE FORMS

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• CBE Testing Incident Report/Documentation.....	34
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All Active Kenedy Campus CBE Coordinators are required to build and maintain an annual documentation binder for each of the four (4) annual CBE administration sessions. The binder should be kept on file in the campus Secure Testing Materials room for 5 years.

CREDIT BY EXAM Required Documentation

CAMPUS RECORDS FOR KENEDY HIGH SCHOOL

TABLE OF CONTENTS 2020 - 2021

EXAM DATES STUDENT DEADLINE CAMPUS DEADLINE

Testing Window	Parent Deadline	Campus Deadline	Test Location
August 24 - September 30	August 1	August 10	TBD
January 11- February 26	December 7	January 8	TBD
March 22 - April 30	March 1	March 10	TBD
July 19- August 13	July 1	July 9	TBD

TAB ITEM DESCRIPTION

1 • CBE 2020 - 2021 HANDBOOK

2 • STUDENT CBE TESTING HISTORY ROSTER

3 • STUDENT COMPLETED APPLICATIONS

4 • PROCTOR Training Handouts & Sign-In Sheet

5 • PROCTOR OATHS (KISD)

6 • PROCTOR OATHS (UT AUSTIN)

7 • ADMINISTRATION STUDENT ROSTER/ATTENDANCE /SEATING CHARTS

8 • SECURE MATERIALS SIGN-OUT/IN FROM COORDINATOR TO PROCTOR

9 • CBE RECORD OF COMPLETED EXAMS RETURNED FOR SCORING

10 • “NO-SHOW” DOCUMENTATION

11 • CBE TESTING INCIDENT REPORT/DOCUMENTATION

12 • STUDENT SCORES RETURNED BY UT

CAMPUS CBE COORDINATOR SIGNATURE

KISD CAMPUS

Kenedy ISD
Credit By Exam
2020 – 2021

Proctor Training Sign-In Sheet

CAMPUS: _____

CBE Coordinator Conducting Training Session(s): _____

PROCTOR'S NAME (PRINT)	PROCTOR'S SIGNATURE INDICATING ATTENDANCE AT TRAINING SESSION	TRAINING DATE	ASSIGNED SUBJECT TO PROCTOR	TEST DATE

Kenedy ISD Credit By Exam

Oath of Test Security and Confidentiality for Exam Proctors

I do hereby certify, warrant, and affirm that I will fully comply with all the requirements governing the Credit by Exam (CBE) Program and do hereby certify the following:

(Initial each statement below)

_____ I have received training in test security and general testing procedures;

_____ I am aware of my obligations concerning the proper administration of each assessment;

I do hereby further certify that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

Signature of CBE Exam Proctor_____

Printed Name_____ Date _____

Campus Name_____

Telephone # _____

Initial and sign the above portion of the form before handling any secure test materials. After all testing for the Credit by Exam for your campus has been completed and all materials have been returned to the District Assessment Coordinator, please sign the receipt below.

I do hereby affirm that I have fully complied with all the requirements governing the Credit by Exam Program and that I have reported any suspected violations of test security or confidentiality to the District Assessment Coordinator.

Signature of CBE Exam Proctor_____

Printed Name_____ Date _____

CBE Testing Materials Campus Control Form

2019 - 2020

Campus:		Campus CBE Coordinator:	
----------------	--	--------------------------------	--

Assessment Date: _____ **Proctor:** _____ **Test Room:** _____

STUDENT NAME (LAST, FIRST)	Local ID#	D.O.B. MM/DD/YY	9-Digit Assigned Number	Course Code	Exam Number	Exam for Acceleration (no prior instruction)	Exam for Course Credit (<u>with</u> prior instruction)

The proctor's signature below indicates his/her receipt of the individual sealed exam(s) listed above from the Campus CBE Coordinator. The Proctor agrees to return all of the exams listed above either completed and ready for scoring or incomplete. In addition, the proctor agrees to keep these exams secure at all times while in his/her possession.

Proctor _____ Date Of Possession _____

The signature below indicates that the above listed CBEs were returned to the Campus CBE Coordinator.

Campus CBE Coordinator (Printed Name)

Campus CBE Coordinator Signature

Date Received

Credit By Exam Student Roster/Attendance/Seating Chart

CAMPUS:	ROOM #:
----------------	----------------

TEST VERSION: UTHS CBE	Subject:	Date:
--------------------------------------	-----------------	--------------

Administrator's Name (Printed): _____ Signature: _____
TIME: Beginning: _____ Ending: _____ (Do Not Exceed 3 Hours)
Instructions for completing the seating chart below: <ol style="list-style-type: none">1. Mark the location of front of the room and the location of the door(s).2. Mark the seat number that corresponds to each student on the list of examinees in the seating grid.

Seat #	Student's Full Name	Student ID#	Grade	Attendance Use "P" for Present "A" for Absent

SEATING CHART

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CBE SUBMISSION FOR SCORING RECORD

CAMPUS:_____

SUBMISSION DATE:_____

[illegible]

CBE Scheduled & Not Taken By The Student
“NO-SHOW” Documentation Form

Campus Name:	Test Administration (Month/Year):
Coordinator’s Name:	Principal’s Name:
Coordinator’s Signature:	Principal’s Signature:

EXAM Date	STUDENT NAME (Last, First)	Grade	CBE Subject & Semester	Reason The Student Did Not Take the Scheduled CBE	Referred to Principal or Counselor?	Parent Notified?	District Testing Coordinator Notified?
					Y N	Y N	Y N
					Y N	Y N	Y N
					Y N	Y N	Y N
					Y N	Y N	Y N
					Y N	Y N	Y N
					Y N	Y N	Y N
					Y N	Y N	Y N

CBE Incident Report Documentation

Exam Date	Student Name (Last, First)	Grade	CBE Subject	Brief Description of Incident	Date & Time of DTC Notification	Date & Time of Principal Notification	Date & Time of Parent Notification	Proctor Statement Attached
								Y N
								Y N
								Y N
								Y N
								Y N
								Y N
								Y N
								Y N

All reported incidents must have a typed, dated, signed statement from the Proctor reporting the incident to the Campus CBE Coordinator. This form and original copies of the statements must be submitted when an incident occurs during a CBE session.

Signature of CBE Exam Proctor:_____

Printed Name:_____ Date:_____

Campus Name:_____

Telephone #:_____

WE ARE TESTING



ELECTRONIC DEVICE STATEMENT

STUDENT: (PLEASE PRINT) _____ ID: _____

CBE PROCTOR: _____ DATE: _____

☐ I turned off and placed all electronic devices including my cell phone the bag provided as I entered the test room.

☐ I DO NOT have any electronic devices including a cell phone to hand over.

I understand I cannot use any unauthorized electronic device or cell phone in the testing zone to include the hallways and restroom located in the building. I also realize that if any electronic device including a cell phone is found on me or is used during the duration of the test session, the items will be confiscated and placed in the main office vault and my parent/guardian will be notified and required to pick-up the equipment from the school administration. I also know that keeping and or using any type of electronic device that is not authorized during a **Credit by Exam will invalidate my test results.**

Student Signature

Date

PROCTOR MANUAL



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Approved Proctors

Official school personnel are directly responsible for supervising any proctors who have access to secure exam materials. Proctors may include counselors, registrars, school administrators, certified teachers, certified substitute teachers, and campus librarians. Non-certified paraprofessionals (i.e., teacher aides) whom the district currently employs and whom routinely work with students in the classroom may serve as proctors, monitors, or assistants, provided that they are trained annually in exam administration procedures as outlined in this Proctor Manual. Other testing centers, educational administrators on military bases or in prisons, and deans or department heads of another college or university may be approved for proctoring. Any other person must be approved by UT High School.

Exam Security and Confidential Integrity

Exam security involves accounting for all exam materials before, during, and after the exam administration. Individual exams have a unique label with the Student Name, 9-digit Assigned Number (ID), and Course Code. This information is used to track the distribution and return of individual items. At a minimum, maintaining confidential integrity requires compliance with all of (but not only) the following guidelines:

- Only authorized personnel may have access to exam materials, and all secure items must be kept in locked storage (for example, in a locked cabinet) before use.
- When testing has concluded, all secure materials assigned to each proctor must be returned to The University of Texas High School.
- Exam materials may **not be duplicated**.

Confidential integrity involves protecting the contents of all exams and computer-graded answer sheets. At a minimum, maintaining confidential integrity requires compliance with all of (but not only) the following guidelines:

- Proctors must sign a **Confidential Integrity Agreement** included with each exam before handling the test materials.
- Proctors must sign **Certificate of Supervision** on each exam after proctoring the exam materials.
- No person may view or reveal the contents of the exams or computer-graded answer sheets before, during, or after an exam administration unless specifically instructed to do so by the procedures outlined in this Proctor Manual.
- All exams must be administered in strict accordance with the instructions contained in this Proctor Manual.
- No person may answer verbally or nonverbally any question that relates to the contents of an exam before, during, or after an exam administration unless specifically authorized to do so by the procedures outlined in this Proctor Manual.
- No person may review student responses during or after an exam administration unless specifically authorized to do so by the procedures outlined in this Proctor Manual.
- No person may change any response or instruct a student to do so.
- Additionally, irregularities in exam security or confidential integrity may result in the invalidation of student results.

Important:

1. Proctors must return exams as soon as they are taken. All exams not taken must be returned within 60 days.
2. Language tapes must be included with exam in the exam envelope.
3. Failure to abide by these guidelines could result in one or more of the following:
 - a) the inability to process an exam,
 - b) an incomplete exam grade, and/or
 - c) a failing exam grade.

Testing Procedures

Test sessions must be conducted under the best possible conditions. By following the practices listed below, the proctor guarantees the security and confidential integrity of UT High School's program and the uniform evaluation of all students.

Prior to Administration

- The proctor must ensure that the testing room will be quiet, well-lit, well-ventilated, and comfortable for students. Each student should have at least 3 feet of space to work.
- The proctor must cover or remove any bulletin boards and instructional displays.
- The proctor must identify the student by requiring a photo ID such as a driver's license, a school photo ID, or a state/ government-issued ID. If a student does not have one of these forms of identification, please contact the UT DEV Testing Center, 512-471-0222, or the planned testing site.
- The proctor must collect all unauthorized materials (calculators, cell phones, handheld minicomputers, personal digital assistants, or laptop computers unless authorized by instructions on the exam) from students prior to the administration of the exam.
- Although it is generally standard protocol to orally administer exams to students in Kindergarten, Grade 1, and Grade 2, the decision to read exams to students is made by individual districts. For additional information about testing students in these grades, please refer to the section Oral Administration & Transcribing listed in the table of contents.

During Administration

- One proctor must be available for every 30 examinees.
- The proctor should post a "Testing--Do Not Disturb" sign outside the testing room.
- The proctor must ensure that each exam is timed, does not exceed three hours, and is taken in one continuous session. The proctor may provide two monitored breaks during the exam administration.
- The proctor must present the exam to the student and have him or her sign the Examinee's Certification attached to the exam. If the student receives the exam, but does not take it immediately, a grade of "F" for the exam will be automatically assigned.
- The proctor may not forward an exam to any alternate testing site.
- The proctor may not administer an exam to a student other than the one to which the exam is assigned.
- The proctor must observe the student throughout the exam, with the student in full view.
 - o Students must remain seated and are not allowed to talk to one another during testing.
 - o Students may make notes or work problems with a No. 2 pencil in the exam.
 - o If scratch paper is used, it must be submitted with the exam to our office. **Students may not take any pages of the exam, nor copies or transcriptions of exam pages or specific exam questions.**

- o The student may not remove the exam from the testing location under any circumstances.
- If there is any improper conduct on the part of the student, any use of unauthorized materials, or any other evidence that the testing process has been compromised, the proctor must stop the testing, remove the exam materials from the student, and notify UTHS administration immediately.

After Administration

- After exam materials have been collected, the proctor may allow students to leave the testing room, depending upon school district or testing center protocol.
- The proctor immediately collects all exam materials and any scratch paper, formula sheets, or other loose papers from the student. **Students may not take any pages of the exam, nor copies or transcriptions of exam pages or specific exam questions.**
- The proctor completes and signs the Confidential Integrity Agreement included with the exams and the **Certificate of Supervision** on the front of the exam. All materials must be enclosed in the pre-paid envelope provided and promptly send it to UT High School.

The signed **Confidential Integrity Agreement** and **Certificate of Supervision** must be returned to UT High School after the exam and is kept on file for one year. If a proctor participates in more than one exam administration, he or she must sign the **Confidential Integrity Agreement** and **Certificate of Supervision** for each exam administered.

Answering Questions

Proctors may answer questions about exam directions or procedures. Proctors are not allowed to answer questions related to the content of the exam itself. If an examinee asks a question that the proctor is not permitted to answer, the proctor may respond, for example, **"I can't answer that for you; just do the best you can."**

Proctors and school personnel are **not** allowed to:

- translate exam questions into another language;
- rephrase or add information to questions;
- discuss exam questions with anyone before, during, or after testing; or
- score exam items or discuss with examinees how they performed.

Breaks

Students are allowed two monitored breaks during the exam. These breaks should last 10-15 minutes. For district testing, break policy may be different. If a district chooses, they can require no breaks allowed. During scheduled breaks, no exam materials may be taken from the room.

Changing Testing Rooms

Only in an emergency should students who have not finished their exam be moved to another location. Students should close their exams before the proctor collects the exam materials and accompanies the students to the new testing room. Students may not discuss the contents of the exam during this transition. The proctor will redistribute the booklets once the students are ready to continue testing.

Accommodations

The decision to use a particular accommodation with a student should be based on whether the student routinely receives the accommodation in classroom instruction and testing. If a student receives special education or 504 services, all accommodations must be documented in the student's individualized education program (IEP) or 504 paperwork. **All accommodations must be pre-approved through UTHS administration before testing.** Please call (512) 232-5000 for pre-approval.

Exam Materials

Authorized Materials: Individual exam, No. 2 pencil, and a computer-graded answer sheet.

Special Instructions: All special materials are listed on the front of each exam and in the Study Guide or Review Sheet for that exam. Exams may contain or require one or more of the following items:

- formula sheets, charts, and rulers (mathematics and science);
- a calculator (mathematics and science);
- an English-language dictionary and thesaurus (language arts written composition);
- a blank CD or cassette tapes (foreign languages); and/or
- a recording/listening device (foreign languages).

Calculators

The following table details the types of calculators allowed while completing the UTHS final exams and credit by exams (CBE). It is important for students to practice with the same model calculator that they plan to use on the exam.

Exam proctors must ensure students have access to an approved calculator. Students may bring their own calculator from home. *

Calculators are not permitted for the following exams:

- *Math: Kindergarten through 7th grade CBEs*
- *Science: Kindergarten through 8th grade CBEs*
- *Science: Advanced Placement Environmental Science final exam*
- *Social Studies: Economics CBE and final exam*

Courses and Exams:	Approved Calculator Type:	Types of calculators prohibited:
8th grade math and all high school math course final exams and CBEs (except AP course)	A graphing calculator is required. TI-84 series models are recommended.	Calculation devices on smartphones. Calculation devices that have a computer algebraic system (CAS) (Exs: TI-89, TI-NSpire CAS version, HP 40/49/50 series, Casio fx-CP400. Calculators with a QUERTY keyboard) Calculation devices that have internet capabilities.
Biology final exams and CBEs	A four-function, scientific, or graphing calculator is required. For graphing: TI-84 series model are recommended. For scientific: TI-30 XS Multiview model is recommended.	Calculation devices on smartphones. Calculation devices that have a computer algebraic system (CAS) (Exs: TI-89, TI-NSpire CAS version, HP 40/49/50 series, Casio fx-CP400. Calculators with a QUERTY keyboard) Calculation devices that have internet capabilities.
All high school science course final exams and CBEs (except AP courses and Biology)	A scientific or graphing calculator is required. For graphing: TI-84 series models are recommended. For scientific: TI-30 XS Multiview model is recommended.	Calculation devices on smartphones. Calculation devices that have a computer algebraic system (CAS) (Exs: TI-89, TI-NSpire CAS version, HP 40/49/50 series, Casio fx-CP400. Calculators with a QUERTY keyboard) Calculation devices that have internet capabilities.
Advanced Placement (AP) math and science final exams.	Calculators can be used on all or part of the exams as it varies per AP course. View http://tinyurl.com/APCalculatorPolicy for specific AP calculator guidelines	View http://tinyurl.com/APCalculatorPolicy for specific restrictions on calculator usage for AP courses.

*For handheld calculators, all memory must be cleared to factory default both before and after testing. Any programs or applications must be removed or disabled prior to testing. View the following instructions for clearing memory: <http://tinyurl.com/TIClearMem>, <http://tinyurl.com/CasioClearMem>, <http://tinyurl.com/HPClearMem> .

Lockdown Browser (Safe Exam Browser) for online exams

Offering exams online allows students to receive results faster than paper-based exams, and allows them to test more quickly, since no exams need to be mailed. UT High School uses a lockdown browser named Safe Exam Browser for online exams. A lockdown browser is a program installed on a computer that a student uses to take an exam. The purpose of the lockdown browser is to ensure exam security by preventing the student from accessing other web sites or materials while testing, preventing the exam from being copied or printed, and generally ensuring that the integrity of the exam remains intact in an online setting. However, the student must be continually monitored throughout the exam. Should the proctor see the student access other websites, materials, or any screen other than the exam, the proctor should immediately stop the exam and contact UT High School.

Online exam instructions are available via email when the student orders the exam, and it is crucial to install the lockdown browser prior to exam administration. UTHS will provide a link to the instructions via email.

SCRIPT for Written Exam Administration

Read aloud **WORD FOR WORD** the material printed in bold type preceded by the word "SAY."
You may repeat the directions as many times as needed. The material in italics is information meant for you and should not be read aloud to students.

SAY: Today you will be taking the _____ Exam. Keep your pencil on your desk until I tell you that you may use it.

Before we begin, let's go over some hints for taking this test.

- 1. The most important rule for taking the exam is to listen carefully to all the directions and to follow them exactly. It is important to be quiet so that you will hear the directions.**
- 2. I cannot answer questions about the exam questions, but if you have a question about directions, raise your hand and wait for me to come to you.**
- 3. If you finish working early, you can check back over your answers, but PLEASE BE QUIET.** (After exam materials have been collected, students may be allowed to leave the testing room depending upon school district protocol.)
- 4. You will have up to three hours to complete this examination.**
- 5. On each of the exam questions, mark the one answer you think is best. Fill in each bubble completely and erase completely. Questions left blank, with an unclear answer, or with more than one answer will be counted as wrong.**

If you are administering an exam that includes Special Instructions:

- 6. This exam requires that you** [write a composition, make a recording, etc.] **This counts for a portion of your exam grade, so leave enough time to plan and do it carefully. Are there any questions?**

Answer all questions. When your students are ready, continue.

SAY: I am going to give each of you an exam and a computer-graded answer sheet. When you get your exam, do not open it or write in it until I ask you to do so. Each exam will have a sticker in the upper right hand corner that includes your Name and your 9-Digit Assigned Number. Please check to make sure that you receive your own exam and that it is the correct subject, grade, and semester. If you have any questions while I am distributing the exams and computer-graded answer sheets, please raise your hand.

*Give each student his or her own exam and computer-graded answer sheet. Make sure students **do not use their Social Security Numbers** for the 9-Digit Number.*

SAY: Before you take the exam, we are going to fill out the required identification information on the computer-graded answer sheet that you will use. It is important that you

pay attention and follow directions. Use only a No. 2 pencil to mark your computer graded answer sheet. If you do not have a No. 2 pencil, please raise your hand. Do not use your Social Security number for the 9-digit code.

Using the information from the sticker on the top right hand corner of your exam, complete all the required identification information on the left hand section of the computer-graded answer sheet:

- Student Name: Student Name: _____ Your last name, then first name last name first name
- Course Name: XXXXX Course Name: _____
- Your 9-Digit Assigned Number: Your Student Identification Number (Use the nine-digit number from the label on the front of this exam.)
- Course Code: XXX
- Exam Number: XX

If you have any questions, please raise your hand. When you finish, put your pencil down.

Monitor examinees to ensure that they are filling in this information correctly. When examinees are ready, continue.

SAY: I will now read the Examinee's Certification on the front of the exam.

"This certification must be signed before the exam is administered and then returned with the completed examination attached, or credit for the exam will not be given."

"My signature below certifies that I have agreed to complete this examination in accordance with the following Scholastic Dishonesty Statement."

"Evidence of scholastic dishonesty will result in a grade of 0 on the examination and 0 in the course. Scholastic dishonesty includes, but is not limited to:

- 1. copying from another examinee's exam materials;**
- 2. using unauthorized materials;**
- 3. knowingly using or soliciting in whole or in part the content of an unadministered exam; 4. collaborating with or seeking aid from another examinee during the exam period; and**
- 5. taking the exam for another person or allowing another person to take the exam for you."**

Please sign and date the Examinee's Certification. Monitor examinees to ensure that they have signed and dated the Examinee's Certification. When examinees are ready, continue.

SAY: The multiple-choice questions must be answered on the computer-graded answer sheet. Read and follow the Marking Instructions. Fill in each bubble completely or the answer may not scan correctly. Be careful not to bend or crease the sheet, or it may not scan properly. Questions left blank, with an unclear answer, or with more than one answer will be counted

wrong.

You will take the exam by yourself. I cannot help you answer any of the exam questions. I will only be able to help you with questions about the directions. Be sure to mark only one answer on your computer graded answer sheet for each question. If you do not know the answer to a question, choose the answer you think might be correct. Remember, you may write in your exam if you would like to make notes or work out solutions. You will have three hours to complete the exam. Stop when you come to the last page of the exam. You may check your answers after you have finished. It is important to check page by page to make sure you have not skipped any pages. Stay in your seat and raise your hand when you have finished looking over your work. I will come to your desk to collect your exam and answer sheet. Please sit quietly so that you do not disturb others who are working. Do not talk to one another while others are still taking the test. Are there any questions?

Answer all questions. When your students are ready, continue.

SAY: If there are no more questions, then you may begin.

SCRIPT for Online Exam Administration

Read aloud **WORD FOR WORD** the material printed in bold type preceded by the word "SAY."
You may repeat the directions as many times as needed. The material in italics is information meant for you and should not be read aloud to students.

SAY: Today you will be taking the _____ Exam. Keep all materials on your desk until I tell you that you may use them. Do not touch the computer keyboard until you are told to do so.

Before we begin, let's go over some hints for taking this test.

- 1. The most important rule for taking the exam is to listen carefully to all the directions and to follow them exactly. It is important to be quiet so that you will hear the directions.**
- 2. I cannot answer questions about the exam questions, but if you have a question about directions, raise your hand and wait for me to come to you.**
- 3. If you finish working early, you can check back over your answers, but PLEASE BE QUIET.** (After exam materials have been collected, students may be allowed to leave the testing room depending upon school district protocol.)
- 4. You will have up to three hours to complete this examination.**
- 5. On each of the exam questions, mark the one answer you think is best. Questions left blank, with an unclear answer, or with more than one answer will be counted as wrong.**

If you are administering an exam that includes Special Instructions:

- 6. This exam requires that you [write a composition, make a recording, etc.] This counts for a portion of your exam grade, so leave enough time to plan and do it carefully. Are there any questions?**

Answer all questions. When your students are ready, continue.

SAY: I am going to give each of you an exam username and password.

At this time hand out usernames and passwords to students. Make sure the computers are on the login screen.

SAY: You may now enter your username and password. Be sure to enter it exactly as you see it on your sheet. Then hit login. Please make sure that you see the correct exam on the next screen. This is located under the My Exam section. Once you make sure it is correct, click on the exam name. On the next screen, verify it is the correct exam and click on it again. You can now access your exam. You have 3 hours to complete this exam. Do you have any questions before we begin?

Answer all questions.

SAY: We are now ready to begin. Please click on Attempt Exam Now.

Written Composition Administration

Students taking Grades 4 and 7 Language Arts EA/CBEs may begin the written composition section after they have completed the multiple-choice part of the exam. The multiple-choice questions and the written composition must be completed within 3 hours. The administrator

- must not elaborate on the prompt;
- must not give students an opening and/or closing sentence;
- must not give students an outline for organizing their composition;
- must not give students information about how to develop their ideas;
- must not allow students to use reference materials; and
- must not translate the prompt into another language (except sign language).

If a student asks a question about the writing prompt, you may **SAY “I can’t explain it to you; just respond to the prompt in the best way you can.”** While students are writing their compositions, they must have access to an English language dictionary and thesaurus or an English language dictionary/thesaurus combination. Students may use these reference materials the entire time they are writing their compositions. These reference materials **may not be used during the multiple-choice portion of the exam.** The school may provide these, or students may bring copies from home. The student may not use other English-language or foreign-language reference materials. **Proctors must not duplicate written compositions without specific authorization from the UT High School.**

Oral Administration & Transcribing

Before conducting an oral administration, proctors should familiarize themselves with the instructions below.

Although it is generally standard protocol to orally administer exams to students in Kindergarten, Grade 1, and Grade 2, the decision to read exams to students is made by individual districts. For additional information about testing students in these grades, please refer to the section Oral Administration & Transcribing listed in the table of contents. An exam may be orally administered to a small group if there are not enough proctors available for individual administrations. Students must use the same form of the exam. Therefore, when testing in this situation, specifically request the same form for the students testing within the group.

Reading aloud the exam:

- Each question and set of answer choices may be read as many times as necessary.
- No verbal or nonverbal assistance may be provided to students.

- Exam items and answer choices must not be rephrased.
- Voice inflection must be kept neutral during the reading of exam questions and answer choices, although you may emphasize words that are boldfaced, italicized, underlined, or printed entirely in capital letters.
- All security measures outlined in the Proctor Manual must be followed.

The student may ask the proctor to change the degree of reading assistance being provided. For example, if the proctor is reading aloud all exam questions and answer choices, the student may ask that the proctor read only words or numbers that the student finds troublesome.

After an oral administration, no discussion or scoring of exam items is allowed.

Reading aloud various types of mathematics exam items:

- Do not read aloud answer choices that are pictures or geometric figures. Instead, after reading the exam question, **SAY** to the student, **“Look at the pictures (figures, models) and mark your answer.”**
- If an item contains a table, graph, diagram, or picture that includes words or numbers, **SAY to the student, “Take a few moments to look at the graph (table, diagram, picture) and tell me whether you would like me to read any of the numbers or words for you. Then let me know when you are ready to go on.”**
- When reading words or numbers from a graph or table, be careful not to aid the student in interpreting or analyzing the information on the graph or table, since the ability to interpret and analyze is part of what is being tested. Decipher only words and numbers for the student.
- Read mathematical symbols and representations in the way the student hears them in his or her daily instruction.
- For items that use place value to read or write numbers, read the numbers as individual digits.

Transcribing

Students taking **Grades Kindergarten through 2** exams, all subject areas, will indicate their answers to the questions by using one of several manners that include:

- responding orally to exam items,
- pointing towards the selected answer, or
- bubbling in the correct answer themselves.

The proctor must record these responses verbatim on the computer graded answer sheet. The proctor must write **“Transcribed by (NAME) because this is a K-2 Exam”** at the top of the exam and computer-graded answer sheet. Transcription must be done in No. 2 pencil. Exam responses cannot be scored unless they appear on the computer graded answer sheet.

Concluding the Exam Administration

Students must be given three hours to complete the exam. While the students are working, the proctor should walk around the room to see that students are following directions and recording all their answers on the computer-graded answer sheet or online (if taking a computer based exam).

If there is any improper conduct on the part of the student, any use of unauthorized materials, or any other evidence that the testing process has been compromised, the proctor must stop the testing, remove the exam materials from the student, and notify UTHS administration immediately at 512.232.5000 or 1-866-361-8847.

Before students leave the testing room, the proctor should ensure that:

1. the Name of each student, the 9-Digit Assigned Number, Course Code, and Exam Number is bubbled in on each computer-graded answer sheet before it is collected for paper exams.
2. students have not skipped any pages in the exam. If a student's answers are not marked on the computer-graded answer sheet, say, "**Remember to fill in the circles for all your answers on your computer-graded answer sheet. The answers that are not marked in your exam will not be scored.**" (paper exams) or "**Remember to answer all question online. You may return to any question prior to hitting submit.**" (online exams).
3. all exams and computer-graded answer sheets have been counted. If students are taking an online exam, students must hit "submit" once they have completed the exam.
4. if pages have been removed or scratch paper has been used, it is attached to the back of the student's exam.

Some students may finish an exam earlier than others. After exam materials have been collected, students may be allowed to leave the testing room depending upon school district protocol.

At no time should the proctor erase stray marks or darken answer-choice circles on students' computer- graded answer sheets. The proctor should not enter any information online for a student for online exams.

Online Grading Instructions

1. Go to the Online Grading Website at

<https://utdirect.utexas.edu/nlogon/cee/k16/cbe/index.WBX>

2. Refer to the upper right-hand corner on the coversheet of your exam. Enter the following information:

Student ID: Your 9-Digit Assigned Number

UID: The 5-Digit Number next to the exam name

ExID: Your 16-Digit Exam ID

Form: A or B

3. Click the **Logon** button to begin

4. Transfer the answers from your *Computer-Graded Answer Sheet to the Online Grading system*.

Note: For each question, click on the circle next to the letter for the answer you have chosen. Make sure you have selected answers for all of the questions **before** you click the **Submit Exam Answers** button.

5. If a printer is available, you may print a

Certificate of Completion that includes your name, the exam, and the score.

Note: You may also email your score to the person of your choice.

6. Exit the *Online Grading* system by clicking the **Logoff** button.

If you encounter computer problems during online grading of this exam, please contact

UT High School at (512) 232-5000 or edservices@austin.utexas.edu.

Speaking & Listening Administration

Students taking exams for Languages Other Than English (LOTE) are asked to listen to and produce audio recordings. Students may complete these sections before or after they have completed the multiple-choice part of their exams. All parts of the exam must be completed within **3 hours**. For the Listening and Speaking portions of the exams, there are three options:

- For the **Online Audio (OA) option**, the testing site provides a computer with Internet access, and a headset with a microphone. The student listens to and records MP3 files. **IMPORTANT:** Consult the Online Audio page of the UTHS website, (http://highschool.utexas.edu/credit_by_exam.php), for an explanation about how OA works, and how to easily test your configuration **BEFORE** using OA to administer an exam.
- For the **Cassette Tape Player/Recorder option**, the testing site provides an exam cassette tape and a cassette tape player/recorder. The student provides a blank cassette tape and listens to and records magnetic tape files.
- For the **CD option**, the testing site provides an exam CD and a listening/recording application on a computer capable of playing, recording, and exporting to MP3 or WMV format, and burning CDs. The preferred formats for audio recordings are **WMV** or **MP3**. On a PC you can use the **Sound Recorder**, or **Audacity**. Audacity is a free audio recording application that can be downloaded to most computers. Go to <http://audacity.sourceforge.net/> and follow the instructions to export the recorded audio to the **MP3** format. Please Note: In order to export MP3s from Audacity, you must also download the **LAME** MP3 encoder. The link for this file can be found under “Optional Downloads” on the download pages of the Audacity Website.

During the exam, the proctor MUST NOT:

- elaborate on the prompt;
- give students an opening and/or closing sentence;
- give students an outline for organizing their work;
- give students information about how to develop their ideas;
- allow students to use reference materials; or
- translate the prompt into another language (except sign language).

If a student asks a question about the prompt, the proctor may **SAY**, “**I can’t explain it to you; just respond to the prompt in the best way you can.**” Before returning the exam, please ensure that the:

1. recording is reviewed for audio clarity;
2. student CD/tape (not the CD/tape case) has his/her name and 9-digit Assigned Number

written on it;

3. student's recording **begins at the start of Side A** when using a tape; and

4. **computer-graded answer sheet, student CD/tape, and the exam CD** are returned

together in the same package as the exam.

Proctors must NOT duplicate written compositions or audio recordings without specific authorization from the UT High School.

Online Audio: Summary and Requirements

Online Audio enables a testing center to administer the Listening and Speaking portions of an exam via the Internet, instead of using a cassette player/recorder, or a CD player and burner. Thus, there are no tapes or CDs when using Online Audio. The student logs onto a website and enters a username and password provided by the UT High School. Using a headset with a microphone, the student listens to MP3 audio files from the site and records using an Adobe Flash Web Recorder on the site. The UT High School retrieves the recordings directly from that site, so there are no tapes or CDs to mail.

To use Online Audio, a student needs a quiet place with a computer, access to the Internet, and a headset with a microphone.

Important: Before administering a test with Online Audio, you must check the configuration of individual computers at your testing center. See "How to Test Your Configuration for Online Audio" below.

Requirements for Online Audio (functional configurations may vary from those below)

- Online Audio works on most recent PCs and Macs. For all computers, a recent Flash plug-in must be installed in order to use Online Audio.
- PC minimum specifications include: Windows XP or Windows 7 operating system.
- Mac minimum specifications include: OS 10.5 or newer.
- The headset must include a microphone that can be placed next to the mouth. A "noise canceling" headset is best to keep out background noise.

How to Test Your Configuration for Online Audio

You can test whether individual computers are ready for Online Audio by going to our Online Audio Configuration Tester: <https://ceonline.austin.utexas.edu/k16/login/index.php>.

Log in as a test user with the following Username and Password:

Username: audiotest **Password:** test4Me*

Follow the directions for Listening and Speaking/Recording on the test page. Refer to the Troubleshooting Tips at the end of the Online Audio section of this document if necessary.

Listening & Speaking Instructions for Languages Other than English Exams

1. Open your Web browser and go to: <https://ceonline.austin.utexas.edu/k16/login/index.php>
2. Refer to the upper right-hand corner on the coversheet of your exam. Enter the following information into the login page:
 - Username: Your 16-Digit Exam ID (ExID), including hyphens
 - Password: Your 9-Digit Assigned Number (SID), including hyphens
3. Click the Login button.
4. Your list of courses appears.

Check the name and form of your exam from the hard copy, and then click on the appropriate course.

5. On the following page, click the name of your course.
6. The start page for the CBE's Online Audio appears.

Click the Attempt quiz now button to begin the Listening and Speaking portion of your exam. Note that there is a maximum time limit of three hours for the audio portion of the exam; this is to provide extra time if there are logistical problems or technical difficulties. Students have a maximum of three hours to complete the ENTIRE exam.

7. The alert message appears.

Click Cancel to return to the start page, or OK to begin your exam.

When you click OK, the Listening and Speaking portion of your exam appears.

8. Listening:

Click the play button on the first track of the Audio Player to begin listening to the audio, and then click the other play buttons for any additional tracks.

Complete directions are available above the player.

9. Speaking:

Be sure the students read ALL of the Speaking directions before they begin their recordings, or they could miss important information that could affect their grades.

10. Submitting the Recording:

Students can record, play back, or re-record (and play back) repeatedly before submitting their recording for grading.

The students are responsible for making sure that their recordings are complete and audible. They CANNOT change their recordings once they submit them. They CANNOT make new recordings

once they submit their recordings for grading.1

Online Audio Student Directions

Proctors should ensure that students have read and followed the online audio instructions.

Starting the Online Audio Portion of Your Exam

1. Log in to your exam with your Username (ExID) and Password (SID) as printed on your exam label, including the hyphens between the sets of letters or numbers.

The login page will look like this:

2. Once logged in, under My courses, click on your exam name with the proper form A or B (refer to the label on your exam).

3. When the next page appears, click on your exam name. The Start page for the exam appears.

4. If you are ready to proceed with the Listening and Speaking portion of your exam, click the

Attempt CBE now button.

An alert box appears:

5. Click OK to continue, or Cancel to return to the Start page.

After clicking OK, your exam page will load. The Time Remaining box displays how much time Online Audio will remain open for testing.

It is set to three hours to allow ample time should issues arise. Remember: You only have three hours to complete your ENTIRE exam.

Listening

Use the Audio Player to complete the Listening Comprehension section of your exam.

How to Use the Audio Player

1. Carefully read the directions on your exam, and then click the Play button in the

Audio Player(s) to begin listening to the audio. Click the Pause button at any time while listening, and use the Play button to resume listening. Use the sliding progress bar to reposition the play back of the audio as needed. The volume control (rectangular slider button) is located on the far right side of the player.

2. Proceed to the Speaking section of the exam (below) when you are finished with the Listening section.

Speaking

Please read ALL of these directions before you begin your recording, or you may miss important information that could affect your grade.

Special Note: Before you begin, check the Audio Settings, which can be found in the bottom right corner of the Web recorder (small box with a circular icon). Click on this button and the settings window appears. If the Silence Level is greater than "0," slide it all the way to the left to "0," and then close the settings window. **If your recording is skipping or choppy, it is most likely due to this setting not being at "0."**

Use the Web Recorder below to record the speaking section of your exam. When you have finished recording, click **Play** (the second button, green) to listen to the entire recording to make sure it is audible. If you are satisfied with your recording, click the **Save Recording and SUBMIT for Grading button**. If you need to re-record, click the **Record** button again (first button, red).

IMPORTANT: You must click **Play** to listen and ensure that your entire response has been recorded. If you submit without verifying that your response was recorded, you could receive a **zero** for this portion of your exam.

How to Use the Web Recorder:

1. Click on the **Record** button (first button, red) to begin. The "Adobe Flash Player Settings" window appears.
2. Click **Allow** to begin recording.

Make **ONE** long recording with your responses to **ALL** of your speaking prompts. Be sure to state the number of each item. Begin your recording by stating:

- your name;
- your 9-digit assigned number; and
- which exam you are taking.

3. When you are finished with your recording, click **Stop** (third button, red with a white square in the center).

IMPORTANT! Do not press the **Stop** button until you've finished your recording. If there is a brief interruption, such as a tardy bell, just wait for it to finish and then continue your recording.

4. Click **Play** (the second button, green) to listen to your **ENTIRE** recording to make sure it is audible-- **before you submit it for grading.**
5. Click the **Save Recording and SUBMIT for Grading** button if you are satisfied with your recording, or click the **Record** button again to re-record.

After clicking the **Save Recording and SUBMIT for Grading** button, an alert box appears:
Click **OK** to submit your recording for grading or **Cancel** to return to the exam.

Online Audio Troubleshooting Tips

- If you cannot log in to your exam, check to make sure that you are entering your Username (ExID) and Password (SID) correctly. Note: Letters in the Username are NOT case sensitive. The letters "F", "I", "O", and "S" are NOT used in the Username/ExID, and the hyphens MUST be included in the Username.
- If you cannot log in to your exam, because it has TIMED OUT before you have had a chance to complete the Listening and Speaking portion (it has been more than three hours since you started the exam), you must call UT High School at the number below to request that the exam be "reset."
- If the Flash player or recorder does not seem to be responding, reload the page with your browser's reload button.
- If play back is silent, check to see if your microphone has a volume control or an on/off switch, and verify that it is turned on and at the proper level.
- If you are experiencing "choppy" play back, check the Audio Settings, which can be found in the bottom right corner of the Web recorder (small box with a circular icon). Click on this button and the settings window appears. If the Silence Level is greater than "0," slide it all the way to the left to "0," close the window, and then retry your recording.
- If a playing or recording issue persists, quit your browser, relaunch it, and then log in to your exam again.
- For issues regarding proxy servers at your school, consult "Setting the Manual Proxy Configuration" in the next section of the Proctor Manual
- If one of the above tips does not resolve your issue, further assistance may be reached at (512) 232-5000 or 1-866-361-UTHS.

Setting the Manual Proxy Configuration

This section is for those who have a proxy/gateway server that will not allow connection to UT's Online Audio because of filtering. Please note: the IP address given on the following page is only an example. Consult your IT specialist regarding the correct IP address for your server.

Firefox

On a PC: from the **Tools** menu in Firefox, select **Options**, click the **Advanced** icon, and then click the **Network** tab. On a Mac: from the **Firefox** menu, select **Preferences**, click the **Advanced** icon, and then click the **Network** tab.

The **Options** window appears. Click **Settings....**

The next window appears with **No proxy** as the default setting. Select **Manual proxy configuration:** and enter the IP address in the **HTTP Proxy** box and the **Port** number that your IT specialist has given you. **The IP address in the example below will not work.** Check the box in front of "**Use this proxy server for all protocols**" and then click **OK**.

Internet Explorer

1. From the menus, click the **Tools** button, and then click **Internet Options**.
2. Click the **Connections** tab, and then click **LAN settings**.
3. Select the **Use a proxy server for your LAN** check box.
4. In the **Address** box, type the address of the proxy server.
5. In the **Port** box, type the port number.
6. If your network requires separate proxy addresses for different services, such as HTTP, HTTPS, or FTP, click the **Advanced** button, and then type the individual proxy server addresses to use.
7. When you are finished making changes, click **OK** until you return to Internet Explorer.

Other Browsers

Other browsers can be configured in a similar fashion. Consult the Help section of your browser or do an Internet search for "proxy settings" and the name of your browser.

Recording Audio and Creating MP3 Files for CD Option

NOTE: This information is provided for your convenience only; the UT High School does not provide support for sound recording, nor is the school responsible for the reliability of any given manufacturer's website or its products. When downloading any application or file from the Internet, it is strongly recommended that you check the file with anti-virus software before installing and opening it.

Start with the Right Tools

Recording an audio presentation requires the right tools:

- 1) A computer with a microphone built in or an external microphone that can be connected to your computer (available from computer or music stores in a range of prices)
- 2) Recording software, such as **Sound Recorder**, which is on most PCs; **iTunes**, which is on most Macs; or **Audacity**, which you can download here for free: <http://audacity.sourceforge.net/> 3) A way to export your file in an MP3 format. If your computer cannot do this for you, Audacity has an MP3 encoder you can download for free.

Get Step-by-Step Instructions

Audacity is available for Windows, Mac OS 9 or X, and Linux/Unix. Recording your voice with Audacity is very simple, and the website provides an easy tutorial here: <http://www.guidesandtutorials.com/audacity-tutorial.html>. Download the program and review the clearly written help information.

If you have trouble using your computer's built-in sound recording software, search for instructions using your computer's Help function. If the software is not built in and you need help, try the manufacturer's website for step-by-step instructions. There are also often helpful YouTube videos that can show you how to create audio using your particular software and computer.

Keys to Success

- Do a test run first to make sure your system is picking up your recording at the right volume.
- After recording, check the quality of your recording. If the sound did not record or is not easy to understand, you will not be given credit for the audio portion of your exam.
- Answer all questions in **complete sentences**.
- Check out the Study Guide for sample questions and tips for preparing for the exam.

Important Information for UTHS Files

- If you plan to submit your audio electronically (uploading), please follow these conventions when naming your files:

Exams: [exam name]_[your name]_[9-DigitNumber].wmv Example:

Spn1A_JohnStudent_123456789.wmv

- When you have finished and saved your audio, write down the location and the file size so you can find the file to burn to your CD later.
- To determine the size of your audio file, right click on the .mp3 file you created and then click **“properties”** and note the size. For example, it might look like this: Size: 4.61 MB (4,834,743

bytes).

When you have finished, listen to the recording to make sure it is audible

Alternative Tape Recording Method

Begin the tape recording by clearly stating:

- your name;
- your Student Identification Number (not your Social Security number); and
- which exam you are taking.

When you have finished, listen to the tape to make sure it is audible. Rewind the tape to the beginning and write your name on the tape.

Returning Exam Materials

After testing, complete the following tasks before returning exam materials to UT High School. The proctor must:

1. Verify that the **Student Name, 9-digit Assigned Number, Course Code, and Exam Number** are complete and accurate on each computer-graded answer sheet.
2. Verify that all exams and computer-graded answer sheets are accounted for and packed together.
3. Verify that each exam booklet and corresponding computer-graded answer sheets (and any special materials for that exam) are packed together.
4. **Verify that all special materials are labeled and included with the exam.**
5. Staple any mathematics or science formula sheets that have been removed from the exam during testing to the back of the exam.
6. Staple any scratch paper used to the back of the exam.
7. Return all of the exam materials in ONE envelope, **including a return address**, to UT High School. The student is not permitted to mail the exam.
8. Enclose the exam, computer-graded answer sheet, and **Confidential Integrity Agreement** in the return, pre-paid envelope provided and mail promptly.
9. If mailing several exams, affix one pre-paid envelope to the top of the shipping container. Shipping containers should be labeled as “Box 1 of 2”, etc.

Exams that are not taken should be returned to UT High School by the expiration date. The

expiration date can be found on the label in the upper right hand corner on the front of the exam.

Contact Information

The University of Texas at Austin High School

P.O. Box 7727

Austin, TX 78713-7700

If the exam is returned by overnight delivery, send it to:

The University of Texas at Austin High School

2901 North I-35 Suite 2.200

Austin, TX 78722

Toll Free: 1-866-361-UTHS

Phone: (512) 232-5000

Fax: (512) 471-7853

Web: <https://highschool.utexas.edu>

To download the Proctor Manual or Study Guides, go to the Credit by Exams tab at <https://highschool.utexas.edu>.