

Adopted: _____

Cyber Village Academy Policy 660
Org. 2021

Revised: _____

CREDIT BY ASSESSMENT

I. PURPOSE

Credit by Assessment is an option provided to students who have previously mastered the content knowledge presented in a CVA course. Students may have acquired their knowledge through extracurricular activities, activities outside of school, previous learning, learning within the course or community and work experiences. Students are provided an opportunity to demonstrate their mastery of content-standards through Credit by Assessment.

II. GENERAL STATEMENT OF POLICY

The Credit by Assessment option was created to serve two needs for students.

1. Credit by Assessment provides students the opportunity to bypass a course in which they already possess the knowledge and skills taught in that course. This opportunity is not a form of independent study, but instead a process to award credit for students who have gained knowledge and expertise through other means of learning. The awarding of credit then allows the student to take a course that is more academically appropriate. There is no guarantee that the student will be able to access the next logically sequenced class upon successful credit by assessment, but the student would be able to register for the course when it is next available in the schedule.
2. Credit by Assessment provides students the opportunity to demonstrate their mastery of the Minnesota State Standards in the course content area when they have experienced a 'disruption to life'. A disruption to life may be a significant mental or physical health episode, significant life changes, death in the family, and a large variety of other possibilities.

III. THE ASSESSMENT

The assessment of student knowledge on the course content is comprehensive and based on the Minnesota State Standards; students will be assessed on all standards covered during the particular semester. The assessment may include a variety of formats such as: written examinations, oral (interview) examinations, product or performance exhibitions, simulations, journals, portfolios, anecdotal information, and teacher observations. The teacher of the course and school administration will determine the methods of assessment which may likely depend on the content area. Students may not use any additional materials on the assessment besides those materials provided by the test proctor, but students may choose to submit additional work samples in order to provide a fuller picture

of their competencies and skills. Testing takes place in person at Cyber Village; students will not be allowed to test virtually unless otherwise specified by the High School Coordinator. Students receiving special education services and students with 504 Plans who have test accommodations may use those accommodations that do not change the length or content of the assessment.

IV. THE PROCESS

Table 1 lists the courses students may complete through Credit by Assessment:

Table 1:

<p>Science: Physical Science Biology</p> <p>Mathematics: Geometry Algebra II Pre-Calculus</p>	<p>Language Arts: English 9 English 10 English 11 English 12</p> <p>Social Studies: Geography World History US History Government Economics</p>	<p>Physical Education and Health: Health</p> <p>Fine Arts: Course to be determined on an individual basis</p> <p>Spanish: Spanish I Spanish II Spanish III Spanish IV</p>
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The Application Process:

A currently enrolled CVA student, or their parent/guardian, may complete the application to request Credit by Assessment. After CVA receives the application, the family will have a meeting with the High School Coordinator to discuss options and the process for the assessment. Students may apply at any time, but must submit the Credit by Assessment Application a minimum of two weeks (14 days) prior to the assessment date. Applications may be completed online, submitted to the CVA front office, or to the High School Coordinator.

Preparing for the Assessment:

Upon request, the CVA student will have access to the course syllabus, course scope and sequence, and the Minnesota State Standards for that course content area. Students may also request access to the course Moodle page, online curriculum and the course textbook (when available). CVA staff will not be required to print out materials, grade practice materials, or provide feedback to the student on their preparation for the assessment.

Timeline:

Students will schedule assessments individually with the High School Coordinator and assessments are only offered within two weeks of the last day of the semester. If the student is too sick to attend their assessment date, they must provide a written doctor note to CVA before rescheduling the assessment. Students must submit their application for Credit by Assessment at least 14 days prior to the testing date.

One of the goals of Credit by Assessment is to allow the student to move into a course that is more academically appropriate for their level. Due to scheduling factors that may include class size, availability and scheduling limitations, students who satisfactorily achieve credit will not be guaranteed enrollment in the course of their choice whether subsequent or elective. For this reason, students should communicate their desire for Credit by Assessment as early as possible.

Knowing that a student may not know or recognize that a course is inappropriate until he or she has attended the class and experienced the environment, application submission for Credit by Assessment may also be submitted within the first 10 days of a new semester. The student must be prepared to take the assessment as soon thereafter as possible. Upon successful completion of the assessment, the student will be granted the course credit and may be assigned to a study hall or another course if one is available. If this process is completed prior to registration for the upcoming school year, students will have the greatest flexibility in their schedule.

Assessment Procedure:

1. It is the students right to be informed of the assessment procedures to be used and the topics that will be included in the assessment. At the time the application is submitted, it is assumed that the student is ready to begin the assessment process, and it will be scheduled for the next available testing window.
2. An assessment may be divided into sections. Students may be required to complete one section before moving onto the next. The duration of the assessment will vary depending on the course and the individual student.
3. A score of 85% is required to demonstrate successful mastery in order for credit to be awarded or for a student to move on to the next section of the assessment.
4. A student may attempt to test out of an individual course only once. Students may use the Credit by Assessment option for only one course per year and may not test in a course in which the student has previously received a passing grade.
5. When the student completes the assessment process in a satisfactory manner, the student's transcript shows the credit earned. Credit is awarded with no letter grade attached, just a "pass" (P) grade and therefore is also not applied to the student's Grade Point Average (GPA).
6. Appeals may be made to the school director.