Credit by Exam Policies and Procedures Guide



2026-2027

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School districts are required by state law Education Code 28.023, 19 TAC 74.24 and current State Board of Education rules to provide **Credit by Examination for Acceleration** four times per year. Credit by Examination for Acceleration is the process by which an eligible student may take an approved exam(s) covering the Texas Essential Knowledge and Skills for a grade or course in which the student has had NO PRIOR FORMAL INSTRUCTION. **Credit by Examination for Recovery** is used to recover a credit for a course or subject in which the student has had PRIOR FORMAL INSTRUCTION. Students must be registered in a Schertz Cibolo Universal City ISD school in order to be eligible to take the test.

Credit by Examination for Advancement/Acceleration— *[without prior instruction]*

A student will be allowed to take an exam to earn credit for an academic course or subject area for which the student has had no prior formal instruction, i.e., for advancement or to accelerate to the next grade level. The exams offered by the district are those offered through the *K-12 program at the University of Texas at Austin*. The dates on which exams are scheduled during the 2026–27 school year are:

Registration Window	Testing Dates
July 20-August 7 *Counselors may submit registration for the 2026-2027 school year early if necessary during this window	August 11-21
September 29-October 8	October 19-23
January 11-22	February 1-5
April 20-May 3 *Ideal time for students wishing to advance for the next school year	May 10-14

If a student plans to take an exam, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date.

Students in Grades 1–5

Students currently enrolled in the district in grades 1 through 5 will be eligible to accelerate to the next grade level, in which the student has received no prior formal instruction.

The student must meet all of the following requirements:

1. The student scores 80% or higher on the UT of Austin CBE for the grade level to be skipped in each of the following areas: Math, Science, Language Arts and Social Studies; and
2. a district representative recommends that the student be accelerated; and
3. the student's parent or guardian gives written approval of acceleration.

The purpose of CBE for Acceleration is to accelerate through a grade level. The only students that should take CBE for Acceleration are those who display an extremely advanced level of understanding of the learning objectives of the exam, which will be the grade level above the current grade level in which the child is enrolled. Placement in accordance with these guidelines will be recorded on the student's permanent record. The recorded scores are the scores obtained from the examinations for acceleration.

A student may take a CBE for Acceleration no more than twice. If the designated score is not achieved by two attempts, the student must complete the course or grade level.

On the first exam day, the students will be given the Science and Social Studies exams. If a student does not meet the required passing score of 80% or higher on both of those exams, the parent will be notified that the student will not continue testing on the second exam day. If a student does score 80% or higher on both of those exams, the student will be given two more exams on the second exam day (ELA and Math).

Students in Grades 6–12

A student in grade 6 or above will earn credit for an academic course or subject area with a passing score of at least 80 on the exam, a scaled score of 50 or higher on an exam administered through the CLEP, or a score of 3 or higher on an AP exam, as applicable. A student may take an exam to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

The calculation of class rank and GPA shall exclude semester grades earned through credit by examination, with or without prior instruction; through a traditional correspondence course; or in summer school for the purpose of credit recovery.

Kindergarten Acceleration

Acceleration by Examination for Kindergarten is to allow students to advance to first grade who are not yet six years of age but are academically ready to do so. Typically,

these are students who have been enrolled in a private kindergarten (accredited or non-accredited) or a homeschool arrangement.

Kindergarten acceleration opportunities will be offered only once per year. (August window) SCUCISD does not accept another district's kindergarten acceleration testing. A student who enrolls in SCUCISD must meet SCUCISD standards if deadlines have not passed.

A student in kindergarten may be accelerated to first grade if he or she meets ALL of the following requirements in this order:

1. The student is five years of age on September 1 of the school year for which tested;
2. The student resides within SCUC ISD. Students must provide proof by
    a. registering for Kindergarten in SCUCISD or
    b. providing proof of residency and birth certificate;
3. The parent or legal guardian conferences with the campus principal to discuss request for kindergarten acceleration;
4. The student's parent or legal guardian initiates the request in writing by the registration deadlines for credit by exam;
5. The student scores at or above the Kindergarten end-of-year expectations on the district's reading assessment by the registration deadline for credit by exam;
6. The student scores at least 80% on each of the following kindergarten content area assessments (Language Arts, Math, Science, and Social Studies) through Credit by Exam. SCUCISD will purchase the exams from University of Texas Education Center and administer the exams to the student.

Parents, student, and staff shall consider whether testing and possible placement in first grade are the best options using the following considerations:

- Academic Rigor
- Social and emotional impact
- Effect of skipping a grade level on the student's overall educational experience

The campus principal will make the recommendation to the parent for acceleration. The decision in regards to acceleration by the campus principal is final.

Credit by Examination for Recovery—(Grades 9-12)
[with prior instruction]

A student who has previously taken a course or subject—but did not receive credit or a final grade for it—may be permitted to earn credit by passing an exam available through the University of Texas at Austin or Texas Tech University. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as "credit recovery."

The school counselor or administration would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject. A student may take an exam to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must be scheduled in the course. Grades received through credit by examination will not be used in calculating grade point averages or class rank.

Transferring to a Public School

Home-schooled students and students transferring from an unaccredited private school can enter public school at any time but should be aware of our district's policies and procedures in place to assess the mastery level of courses that students in home schools/private schools have taken. The results of the assessment may be used for grade placement or award of credit or both. TEA's recommendations on awarding of credit for courses taken may be determined by reviewing the curriculum and/or work of the student, or by using appropriate assessments. When no curriculum or work of a student is available, SCUCISD will use the Credit by Exams available through UT-Austin.

- Elementary students will be assessed by means of a nationally recognized norm-referenced test or by district assessment.
- Secondary students will be assessed using credit-by-examination methods for individual subject areas at student's expense.
- A secondary student assessed using the credit-by-examination method should be given adequate time to prepare for the test, particularly if multiple examinations are required. Under 19 TAC §74.24(c), the standard of 70% will be used for students to receive credit for each course.

Credit by Exam Procedures

Credit by Exam for Acceleration (Grades K-8):

1. Parent requests Credit by Exam (CBE) from campus.
2. Counselor and/or administrator discuss the pros and cons of the student taking CBE(s) with parent and/or student (depending on the age of the student).
3. Kinder Acceleration: Guidelines must be followed and met for any Kinder Acceleration Requests.
4. Campus Test Coordinator gives the parent the *CBE Registration Form* and informs them of dates.
5. Campus Test Coordinator sends completed *CBE Registration Form* to District Testing Coordinator by deadline.
6. District Testing Coordinator orders exam(s) for grades Kinder-8th.
7. Campus Test Coordinator is notified of exam(s) arrival.
8. Campus Test Coordinator picks up exam(s).
9. Campus Test Coordinator notifies parents and students of testing dates.
10. Campus Test Coordinator administers exam(s) to student(s) according to the testing schedule.
11. Campus Test Coordinator scores exam(s) online per test directions.
12. Campus Test Coordinator logs in results to the DTC's shared google sheet. *"District CBE Results Log"*
13. Campus Test Coordinator returns exam(s) to District Testing Coordinator.
14. Campus Test Coordinator notifies parents of results.
15. Campus Test Coordinator places one copy of the results in the student's permanent record.
16. DTC mails the exams to UT-Austin.

Credit by Exam for Acceleration/Recovery (Grades 9-12):

1. Parent/student requests Credit by Exam (CBE).
2. Counselor discusses the pros and cons of students taking CBE with the parents and/or the student.
3. Counselor gives parent/student *CBE Registration Form* and informs them of the dates.
4. Counselor sends completed *CBE Registration Form* to the Campus Test Coordinator by deadline.
5. Campus Test Coordinator orders tests for grades 9-12.
6. Campus Test Coordinator administers exam(s) to student(s) according to the testing schedule.
7. Campus Test Coordinator scores the exam(s) online or returns exam(s) to UT-Austin for scoring. (depending on exam format)
8. Campus Test Coordinator notifies the student's counselor of results by providing a copy of the results.

9. Campus Test Coordinator logs in results to the DTCs shared google sheet. *"District CBE Results Log"*
10. Counselor places one copy of the results in the student's permanent record and ensures credits earned are posted on the student's transcript.
11. CTC mails the exams to UT-Austin.

Frequently Asked Questions

1. **When can a student test for CBE?** Students in grades 1-12 may take CBE exams four times per year. Testing administrations are listed above. Kindergarten students may take CBE exams once per year. (May-July) *See counselor to determine which administration the student is eligible for.

2. **Can a student take the CBE exam more than once?** Students in grades K-5 may only attempt acceleration once for the same course/grade level. Students in grades 6-12 may not attempt to earn credit by exam for the same credit or subject no more than two times. (cost may apply-see below)

3. **Can a student attempt the course next in sequence before completing the prerequisite course?** No, students must complete and earn credit for all prerequisite courses before attempting Credit by Exam for the next course in the sequence.

4. **What determines whether a student has prior instruction for a CBE exam?** *Only the students' guidance counselor will make prior instruction determinations.*
   To participate in the Credit by Exam with prior instruction, the student must have been enrolled in a formal course as evidenced by:
   a. A transcript from an accredited or non-accredited institution or
   b. Other documentation that establishes evidence of a formal course
      i. Documentation of curriculum, syllabus, assessments, assignments, etc.
      ii. Documentation of the student's performance throughout each course
      iii. Documentation of alignment to the Texas Essential Knowledge and Skills

5. **Do CBE exam grades get recorded on the transcript?** If a student passes the CBE exam and is awarded credit, the score will be reported on the transcript. Scores will not be recorded on the transcript if a student does not pass the CBE exam and is not awarded credit.

6. **Do CBE grades get calculated into the student's GPA or Rank?** No.

7. **Is there a CBE exam for EOC courses?** Yes.

8. **Once I pass a CBE for Acceleration *[no prior formal instruction]* for an EOC course, am I required to take and pass its corresponding EOC STAAR exam?** No.

9. **Once I pass a CBE for Recovery *[with prior formal instruction]* for an EOC course, am I required to take and pass its corresponding EOC STAAR exam?** Yes.

10. **Will students taking a CBE be notified prior to testing?** Yes. Students will be notified by the counselor or administrator.

11. **When will CBE results be available?** Students will receive CBE score reports (via US mail) approximately three-five weeks after testing. Each campus will receive the score reports (via email) sent to the Counselor. If the CBE is graded online, the student will receive immediate results to share with parents.

12. **What is the cost of Credit by Exams?** Credit by Exam for Acceleration, per state mandate, is administered at no cost to the parents for the first attempt. The district incurs the costs associated with administering the assessments. However, Credit by Exams for Recovery are paid by the student/parent.

13. **Who administers the Credit by Exams (Acceleration and Recovery) to the student?** All testing is conducted at the student's campus by the school counselor or administrator. Kindergarten, 1st and 2nd grade CBEs will be administered to the student orally per UT - Austin CBE Policy.

14. **How long will the testing take for my student?** Each child will be given up to 3 hours to complete each CBE.

15. **Do students need to bring anything to take the exams?** All supplies (except a calculator) will be provided by SCUCISD for the students to complete the exam(s). Parents should provide a snack to have between exams.

16. **Can my child use a calculator?** The calculator policy for UT can be found on the Credit by Exam page of the Department of Assessment website at https://utexas.app.box.com/v/uths-calculator.

17. **How can my child study or prepare for the CBE exam(s)?** Review materials may be found at: https://highschool.utexas.edu/cbe_study_guides. Obtaining student textbooks referenced in the study materials is solely the responsibility of the parent/student.

18. **What are the STAAR graduation requirements for a student who moves into a Texas public high school from out of state or country or from a private or a home school?** A student whose high school credit has been earned out of state/country or from a private/homeschool for a course in which there is a corresponding STAAR EOC assessment
    a. is not required to take the corresponding STAAR EOC assessment to fulfill his or her graduation requirement **if the Texas school district accepts the course credit** from the school in which the course was taken, or
    b. is required to take the corresponding STAAR EOC assessment to fulfill his or her graduation requirement if the Texas school district does not accept the course credit. In this case, the student would take the course and EOC assessment.

Additional information is provided by selecting the links listed below.

TEA's Credit by Exam Website
Select this link to view the TEKS on the TEA website
Select this link to download study guides from the UT-Austin website

Credit by Exam Registration Form