



## RECOVERING CREDIT THROUGH A MASTERY EXAM

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**Responsible:** Office of Academics, Department of Assessment

### PURPOSE

This Administrative Procedure shall establish guidelines related to the recovery of high school credit through Mastery Exams in the Washoe County School District (District).

### PROCEDURE

1. Nevada Revised Statutes (NRS) 389.171 allows students who have taken a course and failed the course to take a mastery exam to recover the credit. Nevada Administrative Code (NAC) 389.670 outlines the specifics for implementation of this statute.
  - a. Mastery Exams are available only for courses in the core content areas of English, math, science, and social studies.
  - b. Remediation for courses offered at the home school will be coordinated at the site level.
  - c. Due to the nature of the program, mastery exams will not be offered for distance learning.
  - d. Students will receive letter grades.
  - e. Students may take any available mastery exam for a given semester-course no more than two times and within the prescribed timeline during their high school career.
2. Mastery Exams. The Office of Academics will select or develop all mastery exams and prescribe associated cut scores.
  - a. At a minimum, Mastery Exams will assess 90% of the standards required to be mastered in the course.
  - b. Students who elect to pursue credit through Mastery Exams must complete the Mastery Exam procedure within 1 school year (not more than 365 calendar-days) after the end of the course in which the failing grade was earned.
  - c. Exams may include constructed response or essay items administered separately that must be scored by a teacher licensed in that subject area. If the Mastery Exam includes a constructed response or essay item, the score must be posted and figured into the overall exam at the percentage specified in the system being used for the Mastery Exam.

- d. Approved Mastery Exams in English, Mathematics, Science and Social Studies will be administered through Edgenuity. *Note: Use of Edgenuity for the administration of Mastery Exams and to support remediation is not the same as use of Edgenuity for completing first time course requirements or recovering credit by repeating the course. Students scheduled into an Edgenuity course as part of their academic load must complete the entire course and may pass the course with an overall percentage of 60% or higher reflecting all coursework. When Edgenuity is taken as part of the academic load, the grade posted to the transcript will include "OLE" in front of the course name.*
3. Test Administration Procedures: Test Security, Permissible Materials, and an Appropriate Testing Environment
    - a. All exams will be proctored. Exam proctors must be Nevada licensed educational personnel (i.e., certified teacher, counselor, school site administrator) employed by the district and must complete training in test administration and test security, including content from the *Primer*.
    - b. Parents or guardians of students who are testing are not allowed in the testing room.
    - c. Terms and conditions for taking a Mastery Exam are consistent with those for other national, state and district high-stakes assessments.
    - d. Students must present acceptable identification and their identity and eligibility for the selected test must be verified.
    - e. Students must agree to follow all test security and administration policies and procedures. Access to non-permissible materials or tools including all electronic devices (e.g., calculator), academic or other notes, the Internet and other computer programs is prohibited.
    - f. Test Administrators must adhere to all procedures for a given assessment.
    - g. All students are expected to test under regular conditions. Accommodations in test setting, time of day for administration, and screen/print magnification for students with a special education IEP or 504 Plan should be coordinated by the testing site. Authorization to use other accommodations must be requested in writing to the Department of Assessment at least 30 days prior to the test date. (Administrative Form 6410, Special Request Accommodation for a CBE/Mastery Exam)
    - h. All tests are administered in English only. Translation of any test material into other languages is prohibited.

- i. Exams must be completed within a single supervised session and all testing materials, including scratch paper, must be returned to the test administrator before a student is allowed to leave the testing area.
  - j. Students taking a Mastery Exam must be isolated away from other computer lab activities and resources.
  - k. Breaks should be discouraged and must be supervised.
  - l. Prohibited behavior and any form of cheating must be reported and will result in an invalidation of the student's test along with other appropriate consequences and may result in a lost opportunity to pursue credit by Mastery Exam.
4. Options for Recovering Credit
- a. To recover the credit before the beginning of the next school year after the credit was lost (immediately following the semester in which the student failed the course and/or prior to the start of the subsequent school year):
    - i. First attempt within the same school year: Student takes a mastery exam to determine proficiency for the course(s) in which they desire to recover credit. If the student scores a minimum of C=70% on the mastery exam, the student is awarded the credit;
    - ii. If the student does not score a minimum of C=70%, prior to the second attempt the student must complete 20 or more hours of remediation; and
    - iii. Second attempt and final attempt: Student takes the full mastery exam (retest) for the course, not just the portion they failed. No student takes the same mastery examination version twice.
  - b. To recover the credit after the beginning of the next school year after the credit was lost (first or second semester of the school year immediately following the school year in which the student failed the course):
    - i. Determine plan for remediation. The school will review student data to determine their areas of deficiency for the course(s) in which they desire to recover credit. Data review should include the administration of a pretest or other diagnostic tools;
    - ii. Complete remediation. Student must participate in 20 hours of remediation before being given a mastery exam (first attempt); and

- iii. Attempt Mastery Exam. If the student does not score a minimum of C=70% on the first attempt, then, prior to the second attempt (retest) the student must complete additional appropriate remediation. No student takes the same mastery examination version twice. This means that if a student does not achieve a C=70% on their first attempted Mastery Exam for a course, the retest will be a different examination in Edgenuity. Additionally, the retest examination must be a different examination than the diagnostic pretest.

## 5. Remediation

- a. Remediation of not less than 20 hours for each course is required prior to a second attempt or if a student does not apply to take a Mastery Exam until the subsequent school year. Students do not receive grades or credit for remediation taken for a Mastery Exam. *Note: No credit is earned for remediation completed in preparation for a Mastery Exam. Remediation taken as a class during the school day does not qualify for credit. Students must not be enrolled in credit accrual or credit recovery Edgenuity courses for remediation. Remediation for a Mastery Exam is not to be confused with credit recovery by repeating a course.*
- b. Remediation may include but is not limited to:
  - i. A 3-9 week course for audit (totaling 20 hours) where the student receives instruction from a classroom teacher in the areas of deficiency;
  - ii. Lessons in Edgenuity designated for use in remediation and set-up as a non-graded course (must log a total of 20 hours online/in the system);
  - iii. Use of lessons in Edgenuity designated for use in remediation and direct work with a teacher (either a total of 20 hours logged in Edgenuity, 20 hours in the classroom, or a combination totaling 20 hours);
  - iv. Documented time (20 or more hours) with an independent tutor or school-based tutoring focusing on areas of deficiency; and
  - v. Any combination of the above.

## 6. Grading and Transcripts

- a. Grading Procedures:

- i. Student must earn a score of not less than C=70% to demonstrate minimum mastery of the content and receive graded credit. Rounding scores is not allowed;
  - ii. Mastery Exams may include constructed response or essay items administered separately that must be scored by a teacher licensed in that subject area and employed by the student's school of record. If the Mastery Exam includes a constructed response or essay item, the score must be posted and figured into the overall exam at the percentage specified in the learning and assessment platform being used for the Mastery Exam;
  - iii. Student earns a letter grade equivalent to the score established for the mastery exam (i.e. C=70-79%, B=80-89%, A=90-100%). No credit is awarded for a grade below C=70%; and
  - iv. The test proctor or school administrator must provide a printout from the Edgenuity system showing the final score earned on a Mastery Exam for each student.
- b. Transcript Procedures:
- i. An official printout of the student's Mastery Exam score from the approved assessment system must be attached to the Permission to Take a Mastery Exam, Administrative Form 6408 and submitted to the Registrar's office. If the Mastery Exam includes a separate essay or constructed response items, the separately graded essay or items must also be attached. The registrar will scan the paperwork into OnBase and file the documentation in the HS Exceptions–Other Proof folder. Upon audit if the above is not present or found to not follow procedure the grade/credit will be removed from the transcript;
  - ii. Pass. A student passes a mastery exam (score of 70% or higher): The .5 (semester) Mastery credit is entered onto the transcript as a new course taken, distinguished with "M" in front of the course name and using the course number of the course failed, and the original course is designated as a repeat (RP). The date the grade was input into IC must also be entered;
  - iii. Fail. A student fails a mastery exam (score of 69% or below): The course is entered onto the transcript, distinguished with "M" in front of the course name and using the course number of the course failed, and a grade of "NM" (no mark); and

- iv. Students may attempt a Mastery Exam no more than two times for any course. All attempts will be entered on the transcript as NM or graded credit if the grade earned is 70% or above.
7. An Advanced Placement exam with a score of 3, 4, or 5 may be used in place of a Mastery Exam for the failed Advanced Placement course. See Administrative Procedure 6637.

### **LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS**

1. This Administrative Procedure aligns with the governing documents of the District to include:
  - a. Administrative Form 6408 Permission to Take a Mastery Exam;
  - b. Administrative Form 6410 Special Request Accommodation for a CBE/Mastery Exam;
  - c. Administrative Document 6407 Courses Approved for Credit Through A Mastery Exam (Extended Studies, Curriculum & Instruction); and
  - d. A Primer for Testing: Policies and Professional Expectations (annual publication).
2. This Administrative Procedure complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) Chapter 389 - Academics and Textbooks:
  - a. NRS 389.171, Credit granted for performance on examination in lieu of course attendance; and
  - b. NAC 389.670, Credit granted for performance on examination in lieu of course attendance.

### **REVISION HISTORY**

Date	Revision	Modification
03/2013	1.0	Created
12/2013	2.0	Revised
04/03/2014	3.0	Revised: converted to Administrative Procedure
05/30/2014	4.0	Revised: identify vendor/source for exams, add desired outcome #2
06/13/2014	5.0	Revised: note NRS & NAC, identify eligible courses, instruction grading & transcripts, updated to include reference to A+ guidance & student videos

12/18/2014	6.0	Revised: clarification--supervision of testing, remediation options, grading, and student eligibility
07/15/2015	7.0	Revised: direction—accommodations options
08/07/2015	8.0	Revised: instruction to registrars for posting to the transcript, recording all attempts; clarification about using the A+ system and remediation options
01/25/2021	9.0	Revised; Edgenuity platform replaced A+, updates to documentation procedure