



## PERMISSION TO TAKE A MASTERY EXAM

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

### PURPOSE

This Administrative Form is required of students interested in pursuing a Mastery Exam.

### PROCEDURE

1. Counselors must complete this form verifying student eligibility to take a Mastery Exam prior to the student taking a Mastery Exam.
2. Students must present the completed form to the test administrator proctoring the Mastery Exam in order to participate. Schedule and location information should be made available from the counselor, supervising teacher, or school site administrator.
3. Qualifications:
  - a. A Mastery Exam for recovering of credit is only offered to students enrolled in a WCSD high school.
  - b. A Mastery Exam gives the high school student an opportunity to demonstrate proficiency in a previously failed course.
    - i. If the student has already earned credit in the course, a Mastery Exam is not an option for improving a course grade.
    - ii. Students wishing to replace a passing grade lower than "A" must repeat the course. See also Administrative Procedure for Repeated Courses, AP 5505.
    - iii. Students have two options for pursuing credit recovery through a Mastery Exam:
      - 1) Before the beginning of the school year immediately succeeding the school year in which the course was failed (use Form I), or
      - 2) Within 1 school year after the end of the failed course and following the completion of not less than 20 hours of remedial study in the area of the failed course (use Form II).

**REVISION HISTORY**

<b>Date</b>	<b>Revision</b>	<b>Modification</b>
04/03/2014	1.0	Adopted
07/29/2015	2.0	Revised
01/25/2021	3.0	Revised: Update documentation procedure

**PERMISSION TO TAKE MASTERY EXAM, Form I**  
**First Attempt within the Same School Year**

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Course Name and Number for Mastery Exam: \_\_\_\_\_

Counselor Name: \_\_\_\_\_

By signing below, the counselor verifies that the following is true:

1. The student attempted the course and received a failing grade.
2. The application date is immediately after failing the course or within the same school year.

Counselor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

To be completed after the exam is administered and scored: **Mastery Exam Results**

Test Date:		Final Grade:	
Name of Certified Test Administrator:			
Essay graded by <i>(if applicable; must be graded by a certified, employed staff member)</i>	Name:		
	Title:		
Date Grade Posted to Transcript:			

An official printout of the student's Mastery Exam score from the approved assessment system must be attached to this form and submitted to the Registrar's office. If the Mastery Exam includes an 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.

**PERMISSION TO TAKE MASTERY EXAM, Form II**  
**Second Attempt or Subsequent School Year**

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Course Name and Number for Mastery Exam: \_\_\_\_\_

Counselor Name: \_\_\_\_\_

Has the student previously attempted this Mastery Exam? \_\_\_\_\_ Date \_\_\_\_\_

By signing below, the counselor verifies that the following is true:

1. The student attempted the course and received a failing grade.
2. The application date is within 365 calendar-days of failing the course.
3. The student has completed 20 hours of appropriate remediation in the subject to be tested.

Counselor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

To be completed after the exam is administered and scored: **Mastery Exam Results**

Test Date:		Final Grade:	
Name of Certified Test Administrator:			
Essay graded by <i>(if applicable; must be graded by a certified, employed staff member)</i>	Name:		
	Title:		
Date Grade Posted to Transcript:			

An official printout of the student's Mastery Exam score from the approved assessment system must be attached to this form and submitted to the Registrar's office. If the Mastery Exam includes an 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.