



COURSE PROFICIENCY

Thank you for your interest in earning high school credit through the Hilliard City School District's *Credit Flexibility* program. There are two options for earning credit within the program. "Course Proficiency" is testing out of and earning credit for a high school course through the successful completion of an assessment. "Educational Options" allows students to earn credit through the creation of and completion of a student-designed project/proposal.

Detailed information and guidelines for each of these options is provided below. Please read through these guidelines very carefully. If you have questions, contact your guidance counselor prior to completing and submitting the attached application.

Course Proficiency

- All courses listed in the Hilliard City Schools' High School Program of Studies are eligible for the credit flexibility option.
 - All Hilliard City School District students are eligible to participate in the credit flexibility option for course proficiency; this includes students who have not yet taken a course or students who may have previously taken and failed a course.
 - Students who demonstrate proficiency (through a written assessment and/or performance-based assessment) in a course will earn the credit as assigned to the course in the district program of studies.
 - Credit will be issued for an assessment score of 70% or higher; a score of 80% or higher is recommended to move on to the next course in a content area; however, this is not required unless otherwise stated in a course prerequisite.
 - **Note that a score below 70% will result in an "F" on the student's official transcript.**
 - Students can elect to receive a letter grade (as determined by performance on the assessment) or a "P" for passing on their transcript. Students must notify their guidance counselor of this decision within two weeks of receiving score; otherwise, the letter grade will be used. The assessment score will be the final grade awarded. **The final grade will appear on the transcript; there will be no exceptions to this rule.**
- **Course proficiency assessments will adhere to the following general guidelines:**
 - Written exams will be approximately two hours in length.
 - A lab or performance component (e.g. lab work, physical activity, speech, painting) may be part of the assessment; however, these elements will be separate and during an additional period of time; the overall assessment time for a single course should not exceed four (4) hours.
 - Students may be asked to bring sample work (pieces of artwork, writing, research paper etc.) to the assessment to demonstrate elements of a course not able to be assessed during an exam time. In other words, students may be asked to bring the types of work they would typically be required to do during the traditional course.
 - A study guide will be available for each course proficiency exam outlining concepts/standards to be covered on the assessment. Study guides will be available for student access on the district's website. Go to www.hilliardschools.org > student tab > credit flex program > study guides.
 - Study guides and details about assessment requirements will be available approximately 30 days before the assessment period.
- **Course proficiency assessments will be administered three (3) times a year during designated times only.**
 - Designated times for course proficiency exams will be as follows: (1) August – dates/times to be established by each department; (2) December – during semester exams; (3) May/June – during final exams.
 - A student may not take a proficiency assessment for a course once he/she is enrolled in the course; however, a student may elect, during the drop/add time at the beginning of a course, to drop a course and register to take the course proficiency assessment. A semester course must be dropped within the first fifteen (15) days and a year-long course must be dropped within the first nine (9) weeks to avoid a "W" from appearing on the transcript.

- After failing a course, a student may register for the next round of course proficiency testing for that course as a means of credit recovery. Normal grade replacement guidelines will apply.
- A student may retake a course proficiency assessment one time for each course. Normal grade replacement guidelines will apply.
- Students who elect to earn credit through the course proficiency option must complete and submit the attached application to the guidance office for each course they plan to flex.
- The application deadlines for course proficiency assessments are as follows: **May 4 for the August assessment; October 12 for the December assessment; and, March 9 for the May/June assessment;** .
- A letter will be mailed home confirming receipt of the application. Students will be notified of the assessment date, time, and location approximately 30 days prior to the assessment.
- The final score earned on the assessment will be mailed home.
- Appeals regarding the Course Proficiency assessment should be submitted in writing to the Executive Director of K-12 Curriculum & Instruction.
- Complete guidelines for Course Proficiency Credit Flexibility can be found at <http://www.hilliardschools.org/schools/creditflexibility/>