

## Credit by Exam | Individual Request Grades 3-12

Congratulations on being ready to take an exam. You must have your testing site approved by the UT High School each time you request an exam if it is not a pre-approved site with us. The proctor agreement form cannot be processed unless all required fields are complete. Exam must be taken within 60 days.

**Note:** This form is for all CBE's for students in grades 3-12.

### Acceptable Testing Environment

UTHS credit by exams are typically administered using the online Proctorio system on the student's home computer. Individuals may make arrangements with their local school district to take the CBE on-site with an approved proctor if the district agrees.

### Exam Type

Exams can be taken for acceleration (type EA with no prior instruction, grades K-12, to "skip" a course or grade level), or for credit recovery (type CR with prior instruction, grades 9-12). Exams for grades K-2 must be administered without online proctoring in the local school district or approved university testing site by an approved proctor, because the K-2 exams require oral administration.

### Approval Process:

Upon receipt of this completed CBE Request form, the UT High School will review it. If approved, the UT High School will process your exam request within three business days and then send you an email confirming that your exam information has been sent to your approved testing email address. If not approved, we will contact you by phone or email.

## Proctor Guidelines

### Before the Exam

- The online proctorio system will verify the student's identity by personally inspecting a government or school-issued photo ID.
- The student may not copy the exam or share any part of it.
- Unless specified as authorized materials on the exam directions, the student must take the exam without access to any book, notes, calculators, or other materials, including paper belonging to the student. Any allowable materials are noted in the exam study guide which is available on the UTHS website.

### During the Exam

- The online proctoring system will require the student to show proof of identification which may include a driver's license, school ID, or the parent showing their ID to verify the student's identity.
- The proctor will ensure that the student takes the exam during the testing period only and will only allow monitored breaks if noted in the written policies for the test and allowed in the online Proctoring system.
- If a student seeks clarity of content on the exam, the student may submit a student query form to the UTHS after completing the exam.
- The student will be able to print or use scratch paper and graph paper for certain exams as noted in the directions.
- If any exam irregularities occur, the instructor will be able to view the exam video and make a determination of the validity of the exam and any impact on scoring. Instructors will adhere to UTHS policies regarding irregularities.

### After the Exam

- At the end of the time allowed for the exam, the student will be expected to keep the test exam questions confidential.
- The student is not permitted to keep a copy of the exam or to keep any notes associated with the exam.
- The online proctoring system will notify UTHS of any testing irregularities. Approved district on-site proctors will return all materials to UTHS after the exam.

# Credit by Exam | Individual Request Grades 3-12

Exams are nonrefundable and nontransferable. (UT EID is required. Obtain a UT EID at [www.utexas.edu/eid](http://www.utexas.edu/eid)). Fill out both pages completely.

## Student Information – Print or Type

		<input type="checkbox"/> Male <input type="checkbox"/> Female
UT EID	Birth Date	Select One
Student Name:		
Last	First	M.I.
Address:		
Street		Apt. #
City	State	ZIP
Parent email		

## Payment

<input type="checkbox"/> Check/Money Order: Payable to The University of Texas at Austin.	
Credit Card: <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> AMEX	
Cardholder Name	
Card Number	
Expiration Date	CVV
Phone:	

## Costs \*Exam prices include online proctoring fees.

# of High School Semester or GR 3-8 Exams at \$70 Each	\$
# of Yearlong Exams at \$125 Each	
*Japanese, Korean, and Mandarin Chinese exams are yearlong	
<b>Total Cost</b> ▶	

Subject/Semester (Ex: English 1A or Economics.)	Exam Type	Exam Type
	<input type="checkbox"/> EA <input type="checkbox"/> CR	<input type="checkbox"/> EA <input type="checkbox"/> CR
	<input type="checkbox"/> EA <input type="checkbox"/> CR	<input type="checkbox"/> EA <input type="checkbox"/> CR
	<input type="checkbox"/> EA <input type="checkbox"/> CR	<input type="checkbox"/> EA <input type="checkbox"/> CR

## Home School **Registration Approved By (Required)**

Fill in parent/guardian name & signature below

## UT High School

## Public or Private School

(Test scores will be sent to approving school)

When a student enrolls in a CBE or EA, the school counselor should sign the form to ensure credit will be accepted.

School Name:

Contact Name:

Address:

Street

City

State

ZIP

Phone:

School Signature (Required)

Date

Parent Signature (Required)

Date

Parent Name (Printed)

Date

## Exam Policies

\*For Chinese exams, please indicate Traditional or Simplified.

EA = "testing out" passing grade 80%

CR = "credit recovery" passing grade 70%

Exams must be taken within 60 days of the official exam enrollment date. One 60-day extension is available for a fee.

All CBEs for students in grades 3-12 are administered with the Proctorio online exam proctoring system. Students will use their computer to take the online credit by exam, which requires the student to use a webcam and verify their identity. Exams for languages other than English (LOTE) also require the student to record their audio responses using the computer.

The student must adhere to all UTHS policies outlined on the UTHS website and UTHS Student and Parent Handbook.

Please provide the parent's email that will be used for the online administration of the credit by exam for students in grades 3-8.

Parent's Email:

Please provide the student's email that will be used for the online administration of the credit by exam for students in grades 9-12.

Student's Email:

Additional Student Information (Required by the State Board of Education in TAC 74.24). All sections must be complete for the CBE request to be processed.

Race/Ethnicity(check one)

- African American
- White
- American Indian
- Pacific Islander
- Hispanic
- Asian
- 2 or More Races

For the following, check yes or no.

Yes      No

- Is the student economically disadvantaged (for example, eligible for free or reduced price lunch)?
- Is the student eligible for children with disabilities services as defined under Section 504?
- Is the student (or is the student's family) migrant?
- Has the student been identified by the school district as Limited English Proficient?
- Does the student participate in a bilingual education program at school?
- Does the student participate in an English As a Second Language program at school?
- Has the student been identified at school as eligible for Special Education services?
- Has the student been identified by the school as Gifted/Talented?
- Has the student been identified by the school as at risk of dropping out?

**Contact Information**

<p><b>Mail:</b> The University of Texas at Austin UT High School 1616 Guadalupe Ste 0.134 Austin, TX 78701</p>	<p><b>Email:</b> Scan and email to UTHSrequestCBE@austin.utexas.edu</p>	<p><b>Phone/Fax:</b> (512) 232-5000 (512) 232-3503 Fax (512) 471-5636</p>	<p><b>Website:</b> highschool.utexas.edu Fax is not available during remote work requirements.</p>
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