

**2023-2024 CREDIT BY EXAMINATION (CBE) APPLICATION (Grades 6 - 12)  
WITH NO PRIOR INSTRUCTION**

**Principal and Counselor Approval**

We approve this application and certify that the information on this application is correct to the best of our knowledge and that the District's guidelines have been followed.

\_\_\_\_\_  
(Principal's Signature)      \_\_\_\_\_ (Date)      \_\_\_\_\_ (Counselor's Signature)      \_\_\_\_\_ (Date)

Applications received after the deadline will not be accepted.

**PARENT APPROVAL FOR CREDIT BY EXAMINATION (CBE)**

As the parent or legal guardian of the child whose name appears on this application, I acknowledge the following:

1. I understand the CBE procedure as explained to me by the counselor or principal.
2. I have discussed the advisability of my child's attempt to earn CBE with the child's teacher, counselor and/or principal.
3. I understand that it is my child's responsibility to request examination review sheets or information on test content in a timely manner. **Note: CBE review sheets are not available for LOTE (Languages Other Than English) exams.**
4. I understand that Assessments' decisions related to the administration and scoring of the CBE are final.
5. I understand that my child must score **at least 80% mastery** on the course test **or appropriate performance level** is attained with LOTE (Languages Other Than English) in order to receive credit(s) for the course.
6. I understand that the results of the CBE will **not** be used to compute my child's GPA or class rank. I also understand that, if my child is eligible to receive CBE credit, the results of the examination will appear on my child's Academic Achievement Record (AAR). The score that will be recorded on the AAR will be the **actual score** (numerical value) **on the test**. This score may be lower than the score my child may have received if he/she had actually taken the course in question since the recorded score is based solely on test results.
7. I understand that even though Texas Tech University, Division of Outreach & Distance Education may send information about extensions of test date(s), but the department of Assessment **will not** honor these extensions. Students are expected to adhere to posted registration deadlines and test dates.

\_\_\_\_\_  
Parent/Legal Guardian's Signature      \_\_\_\_\_ Daytime Telephone Number      \_\_\_\_\_ Parent/Legal Guardian's email address

Student Name \_\_\_\_\_ School \_\_\_\_\_

SS#/PEIMS # \_\_\_\_\_ ID# \_\_\_\_\_

Address \_\_\_\_\_ City, Zip Code \_\_\_\_\_

Student's email address \_\_\_\_\_

Exam(s) \_\_\_\_\_ Current Grade Level \_\_\_\_\_

**Scan the application and have it ready to upload when ordering exams online.**