

New Albany – Plain Local Schools

Credit Flexibility Plan

Introduction

Credit Flexibility permits students to earn units of high school credit based on a demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction. This plan offers a variety of learning opportunities for students with a focus on performance, acknowledges students' differing learning styles, paces, and interests, and enables students to demonstrate creativity, explore academic and career interests, and practice critical thinking. Students may earn credit by:

- A. completing coursework;
- B. testing out of or demonstrating mastery of course content; and/or
- C. pursuing one (1) or more educational options in accordance with this plan.

Students have a variety of options to complete course work:

1. They may take a course in the traditional classroom setting. Students should refer to the course offerings listings. It is expected that most students will follow this path for most if not all of their courses.
2. They may take an on-line course as an educational option.
3. Students may complete a course via independent study.

Testing Out or Demonstrating Mastery

Students will gain credit for a minimum of 65% on the proficiency exam/assessment, but it is recommended they have 80% to be considered proficient and move on to the next course. Proficiency requirements for each department will be aligned with the department's proficiency requirements for their regular course offerings.

Each exam/assessment will be based upon essential learnings within the State of Ohio Academic Content Standards, curriculum and assessment maps, and other department curriculum documents.

Each exam/assessment may have multiple elements, including a performance component (e.g. a multiple-choice section and an essay section or a written section and a lab or performance component). Exams may be given in parts.

Students may be asked to bring a portfolio of artwork, writing, etc., to demonstrate elements of a course not able to be assessed during an exam time.

Proficiency Examinations will take place several times annually. December and June administration of Credit Flexibility Proficiency Examinations will be held during the week of semester examinations.

There will be NO administration of Proficiency Examinations/Assessments for testing out of courses for the 2010-2011 School Year.

Timelines

A student wishing to pursue a proficiency option must submit a completed Proficiency Option Application (see Appendix 1) to the New Albany High School Guidance Office for review and approval.

To initiate the process for the 2011-2012 school year, Friday, April 13, 2011 will be the first application deadline and the first administration of Proficiency Exams/Assessments will occur no later than August 2011.

During subsequent years, the completed application must be submitted two months in advance of the test: May 15 for the August administration; October 15 for exam/assessment administration which will occur during first semester exam week; and April 15 for exam/assessment administration which will occur during second semester exam week.

Once approved, the student may withdraw from proficiency option no later than two (2) weeks prior to the scheduled exam date. Any waivers to this will be considered on a case by case basis.

A letter will be sent home to parents confirming which test(s) their child has requested and the dates and times of the assessment(s).

The target time will be five days to grade an exam and publish results.

Grading

Grades and credit will be determined based upon the established department rubrics/guidelines. The exam/assessment score will be the final grade for the course and will be posted on the student's transcript.

A student may not retake a Proficiency Exam/Assessment. If a student wishes to replace the grade on the assessment, they must successfully attend the full length of the course and complete all course requirements.

Proficiency Exam/Assessment Option Restrictions

A student may apply to take a Proficiency Exam/Assessment once enrolled in a full year course if they apply by the October deadline. No April applications will be accepted for full year courses which the student is currently enrolled.

A student may elect, during the drop/add time at the beginning of a course, to drop a course and register for Proficiency Exam/Assessment for that course.

After failing a course, a student may register for the next round of Proficiency testing for that subject as a means of credit recovery.

Once enrolled in a semester course, a student may not apply to take a Proficiency Exam/Assessment after the drop/add period.

Exam Development

Each exam/assessment will be based upon essential learnings within the State of Ohio Academic Content Standards, curriculum and assessment maps, and other department curriculum documents.

Each exam/assessment may have multiple elements, including a performance component (e.g. a multiple-choice section and an essay section or a written section and a lab or performance component). Exams may be given in parts.

Proficiency Exams/Assessments may be generated from questions used throughout the course on other exams.

Multiple staff members should create each exam (e.g. each department should generate the Proficiency Exam/ Assessment for each subject).

Department Chairs and other department members should look over each Proficiency Exam/Assessment to ensure consistency.

Proficiency Exams/Assessments must be prepared and ready to present at the March 2011 Department Chair Meeting.

Proficiency Exams/Assessments will be finalized by June 3, 2011.

The building and district administration may review exams for appropriate levels of rigor.

Credit Flexibility Appeals

The appeal process for issues that arise in the credit flexibility proposal and exam/assessment processes is as follows:

1. An appeal should be initiated in writing and submitted to the Building Principal within 10 days of the decision or assessment being appealed.
2. The Principal, in consultation with the appropriate staff, shall review the appeal and render a decision that will be shared with appropriate parties and will be documented in writing for the student and parent. The Principal may take the steps necessary to render a fair decision including but not limited to conversations with the student, parents, Teacher of Record, department chair, and others as appropriate.
3. Department Chairs and will maintain documentation of the proposal review process and exams/assessments in the event of an appeal. The Teachers of Record will maintain documentation/recording of the progress monitoring forms submitted by student and evaluations in the event of an appeal.
4. Appeals which cannot be resolved at the building level may be appealed to the Director of Teaching and Learning. All decisions of the Director of Teaching and Learning are final.

Appendix 1

Credit Flexibility: Proficiency Option Application

Student Name
(print): _____

Student ID Number: _____ Current Grade Level: _____

Student Phone: _____ Parent/Guardian Phone: _____

Student Email
Address: _____

Parent/Guardian Email
Address: _____

Student is attempting to earn school credit in the following New Albany High School course:

- Are you on an IEP, 504, or Intervention Plan? ____ Yes ____ No
 - If yes, which type of plan? _____
- Do you receive English as a Second Language services? ____ Yes ____ No
- Are you or do you intend to be an athlete at New Albany High School? ____ Yes ____ No
- Any grade earned on a Credit Flexibility Proficiency Option Exam/Assessment will be treated as a permanent grade on a student's transcript. The exam/assessment may be taken only one time. If a student wishes to replace the grade on the exam/assessment, he or she must successfully attend the full length of the course and complete all course requirements. Do you understand this? ____ Yes ____ No
- Choosing this option could impact college administration decisions. You are encouraged to contact any college of interest to get a perspective from an admissions standpoint. Do you understand this? ____ Yes ____ No
- Choosing this option could impact your ability to achieve a proficient score on the Ohio Graduation Test (OGT). New Albany High School academic course content standards are aligned to OGT standards. Do you understand this? ____ Yes ____ No
- Some courses may require a performance component in addition to the scheduled exam in order to earn credit in this option. Examples may include science labs, speeches, paintings, research papers, et cetera. Do you understand this? ____ Yes ____ No
- If this is a full year course and you pass the January exam/assessment, you will no longer be enrolled in the course. Please meet with your guidance counselor to discuss scheduling options. Do you understand this? ____ Yes ____ No
- Choosing this option could impact your athletic eligibility in college. The NCAA does not recognize proficiency credit towards eligibility. Do you understand this? ____ Yes ____ No
- Choosing this option could impact your athletic eligibility. During the nine-week grading period preceding athletic participation, you must be passing five (5) equivalencies as defined by the Ohio High School Athletic Association*. Should you not pass this proficiency exam/assessment, it could impact your athletic eligibility. You cannot use this proficiency option towards the five (5) required core equivalencies per 9 weeks for OHSAA eligibility. Do you understand this? ____ Yes ____ No

**How does the Ohio High School Athletic Association (OHSAA) calculate athletic eligibility?*

- *A year-long course with a value of 1 academic credit = 1 OHSAA equivalency per 9 weeks*
- *A semester course with a value of ½ academic credit = 1 OHSAA equivalency per 9 weeks*
- *A semester course with a value of ¼ academic credit = ½ OHSAA equivalency per 9 weeks*

SIGNATURES

Student Applicant Signature Date

Parent/Guardian Signature Date

THIS SPACE IS FOR SCHOOL PERSONNEL USE ONLY

Date received by Guidance: _____

Proficiency Option Application Approval Date _____ or Rejection Date _____

Exam/assessment date and time: _____

Guidance Counselor Signature Date

Principal Signature Date

Department Chair Signature Date

Teacher of Record Signature Date

Special Education Coordinator Signature (if applicable) Date

