

## Procedural Guidelines for Implementing Credit by Demonstrated Mastery (CDM)

### Credit by Demonstrated Mastery Participants

In 2013, GCS-M-001 *Policy Defining “Course for Credit,”* was approved by the State Board of Education (SBE). Within this policy are guidelines for offering Credit by Demonstrated Mastery (CDM) to North Carolina (NC) students. CDM is the process in which local education agencies (LEAs) employ a body-of-evidence to award a student credit in a particular course without requiring the student to complete classroom instruction for a certain amount of seat time. The CDM process is open to all NC public school students in grades 9–12 in high school courses and in grades 6–8 for high school courses offered in middle school. In the English course sequence, only English I may be taken in the middle school. LEAs/charter schools may choose to open CDM for students in grades 6–8 for middle grades content by creating and using locally developed assessments.

### Process to Demonstrate Mastery

Phase I	<p>Student completes a standard examination of the assessment required for the course to demonstrate foundational knowledge. Examinations shall include, where applicable</p> <ul style="list-style-type: none"> <li>• End-of-Course (EOC)</li> <li>• North Carolina Final Exam (NCFE)<sup>1</sup></li> <li>• Career and Technical Education (CTE) Post-Assessment, <b>or</b></li> <li>• Locally developed final exam<sup>1</sup></li> </ul> <p><b><i>Re-testing is not permitted.</i></b></p>	<p>For <b>EOC courses</b>, students must achieve the following scale scores:  <b>Math I <math>\geq 264</math></b>  <b>Biology <math>\geq 261</math></b>  <b>English II <math>\geq 165</math></b></p> <p>For <b>NCFE courses</b>, students must achieve the minimum CDM score.<sup>2</sup></p> <p>For <b>CTE courses</b>, students must achieve a scale score of 93 to qualify for Phase II.</p> <p>For <b>non-EOC courses</b>, students must achieve a 94 or higher on the local exam to qualify for Phase II artifact development.</p>
Phase II	<p>Student completes the artifact development process and any other criteria a local school district requires to demonstrate deep understanding and application of course content.</p>	<p><b>Credit</b> is indicated on transcripts as follows:</p> <p><b>EOC courses “CDM”</b>  <b>NCFE courses “CDM”</b>  <b>non-EOC courses “CDM”</b></p>

<sup>1</sup>LEAs/charter schools may elect to use NCFE online assessments or locally developed assessments for Phase I.

<sup>2</sup>Minimum CDM scores for NCFEs are set at 90 percent.

Schools participating in CDM must complete the test administration (i.e., Phase I) during one of three 10-day testing windows during the months of July, September, and February. LEAs are encouraged to set a deadline for student CDM applications no less than **one week** prior to each testing window. The testing windows are as follows:

- **Monday, July 20, 2015—Friday, July 31, 2015**
- **Tuesday, September 1, 2015—Tuesday, September 15, 2015**
- **Monday, February 1, 2016—Friday, February 12, 2016**

The following courses are excluded from Credit by Demonstrated Mastery:

- Career and Technical Education (CTE) work-based learning courses (co-op, internship, apprenticeship)
- CTE courses that have a clinical setting as a requirement of the course, such as Early Childhood Education I/II and Nursing Fundamentals
- CTE Advanced Studies courses
- Healthful Living required courses
- AP Courses

Access to the Credit by Demonstrated Mastery process is open to all NC public school students for high school courses in grades 9-12 and those high school courses offered in middle school (Math I). TCS will only offer CDM for courses that are being offered within our schools. LEAs should neither limit CDM to certain students nor exclude any student who wants to pursue this pathway.

**Process:**

**Step 1:** Information regarding CDM and application process is shared with all students/families and teachers.

**Step 2:** Discussions and advisement with interested students at the school level are held to ensure informed decisions are made regarding participation. Long-term implications are discussed to ensure full understanding. Students/families have the right to pursue the CDM process even if the school does not support the decision. An individual student, based on his or her own motivation or on a school personnel recommendation, initiates the process to earn CDM.

**Step 3:** Student/family completes the CDM Application.

**Step 4:** School CDM Team reviews application and initiates Multi-Phase Assessment process.

**Step 5:** Student completes Phase I Assessment to demonstrate foundational knowledge through a student examination, EOC, NC Final exam, CTE Post-Assessment or local exam. There will be timelines established each semester/summer for testing purposes.

**Step 6:** CDM Student Review Panel reviews Phase I Assessment.

- If student does not meet minimum criteria, student/family is notified. Process no longer continues.
- If student does meet minimum criteria, student/family is notified and completes Phase II Assessment.

**Step 7:** Student completes Phase II Assessment to demonstrate deep understanding and application of content through an Artifact Development process and any other criteria a local school district deems required.

**Step 8:** CDM Student Review Panel reviews Phase II Assessment and provides assessment information to School CDM Team.

- If student does not meet local criteria, student/family is notified. Student/family is notified of Appeals Process.
- If student does meet local criteria and earns CDM for the course, student/family is notified.

**Step 9:** School CDM team meets with family to discuss options for future course enrollment and other specific implications of earning CDM for that particular course.

**Step 10:** Student earns CDM. The combination of examination, artifact creation, and optional additional performance assessments will provide assurance that the student has met standards for the course or subject area, as defined by the North Carolina Standard Course of Study, and deserves credit for the course. The student is awarded a “CDM” on their transcript and the course does not count toward their GPA.