

Proficiency-Based Promotion and Credit
for Courses Completed

- I. Upon the written request of a student, parent, guardian or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as defined in 70 O.S. s11-103.6:
 - A. Proficiency will be demonstrated by one or more means of assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance.
 - B. Annual summer assessment dates will be announced prior to ending of school term. Under special conditions, additional individual assessments may be conducted upon the request of the principal.
 - C. Qualifying students are those who are legally enrolled in the local school district.
 - D. The district may not require registration for the proficiency assessment more than one month in advance of the assessment date.
 - E. Students will be allowed to take proficiency assessments in multiple areas.
 - F. Students not demonstrating proficiency will be allowed to try again during the next assessment period or upon request of the principal.
 - G. Exceptions to standard assessment may be approved by a local district for those students with disabling conditions.

- II. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.
 - A. The school will confer with parents in making such promotion/acceleration decision. Such factors as social, emotional, physical and mental growth should be considered.
 - B. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement which shall be included in the permanent record of the student.

Proficiency-Based Promotion and Credit for Courses Completed - II. continued

- C. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.
 - D. Failure to demonstrate proficiency will not be noted on the transcript.
 - E. Elementary, middle level or high school students may demonstrate proficiency. If proficiency is demonstrated in a 9-12 curriculum area, it will be noted as a "Proficiency by Exam-Pass" on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.
 - F. Units earned through proficiency assessment will be transferable with students among school districts within the State of Oklahoma.
- III. Proficiency assessment will measure mastery of the priority academic student skills in the same way that curriculum and instruction are focused on the priority learner outcomes. In other words, assessment will be aligned with curriculum and instruction.
- IV. Options for accommodating student needs for advancement after they have demonstrated proficiency will be decided by the team consisting of student, parent/guardian, teacher, counselor and principal and may include, but are not limited to the following:
- A. Individualized instruction
 - B. Correspondence courses
 - C. Independent study
 - D. Concurrent enrollment
 - E. Cross-grade grouping
 - F. Cluster grouping
 - G. Grade/course advancement
 - H. Individualized education programs

Proficiency-Based Promotion and Credit for Courses Completed - II. continued

- V. Each school will disseminate materials explaining the opportunities of "Proficiency-Based Promotion" to students and parents in the district each year. Proficiency criteria for each core curriculum area will be made available upon request.
- VI. Satisfactory completion of a 9-12 high school curriculum course by an elementary or middle level student will be recorded on the high school transcript as "pass". This unit will count toward meeting the requirements for the high school diploma.
- VII. Students, parents or guardian must apply for proficiency-based promotion in writing to the administrator in charge of their current school by August 15 and December 15. A criterion-referenced test will be given within the first three weeks of fall and spring semester. Students may retake the criterion-referenced test during the first three weeks of either first or second semester.

Adopted: September 13, 1993

Revised: October 03, 1994

Legal Reference: 70 O.S. s11-103.6

Cross Reference:

District #001, Woods County, Oklahoma

page 3 of 3

IKE
(Regulations)

Student/Parent Guidelines
for
Proficiency-Based Testing Process

- I. Student, parent or educator files a request to take proficiency exams. Forms are available at each school site.
- II. Student is notified of the date for the criterion test over the content of the course. Student may have access to the Oklahoma Learner Outcomes for the course and information about the format of the performance assessment.
- III. Student takes the criterion test at the school site.
- IV. Student is notified of his/her score on the criterion test.
- V. If score is 90% or higher, student is notified of the date for performance assessment.
- VI. Student takes the performance component at the school site.
- VII. Student is notified of the results of performance assessment.
- VIII. If performance meets 90% proficiency, student/parent contacts the site principal for a conference to discuss accommodations for student's advancement.
- IX. If performance does not meet 90% proficiency, student may attempt the PBP process again. For this registration process the student needs to obtain the signature of the site principal.

Proficiency-Based Promotion

- I. Proficiency-Based Promotion is based on demonstrated Knowledge and ability in absence of instruction.
 - A. GRADES 1-12
 1. Language Arts/English
 2. Reading
 3. Science
 4. Math
 5. Social Studies
 6. Foreign Language
- II. Students will advance to next course/grade level of difficulty upon demonstrating 90% proficiency on both:
 - A. Content test
 - B. Performance assessment
- III. Students, parents or guardian must apply in writing for proficiency-based promotion to the

administrator in charge of their current school by August 15 and December 15.

- A. Forms are available at each school site.
- B. Contact Principal, Counselor or Superintendent for further information.

**PROFICIENCY-BASED TESTING
REGISTRATION FORM**

Student Name _____

Address _____ Phone _____

Grade Level _____ Site _____

Curriculum area (s) or course (s) requested for testing:

Signature of person making
request; student, parent

Date of Request

Signature of Principal
(Necessary only for student to reattempt testing)

TESTING REPORT

CURRICULUM AREA OR COURSE	DATE	PASS/FAIL	PERCENT
---------------------------	------	-----------	---------

_____	_____	_____	CRT _____ Perf _____
_____	_____	_____	CRT _____ Perf _____

CRT _____
Perf _____
CRT _____
Perf _____

Signature of Test Coordinator

Date

District #001, Woods County, Oklahoma

page 1 of 1

IKE
(Exhibit)

PROFICIENCY-BASED PROMOTION/ACCELERATION REQUEST

I am requesting for _____ to be accelerated and promoted to
_____. This decision is contrary to the recommendation of school
personnel.

Signature of parent/guardian

Date

Signature of Principal

Date

