

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.