

Procedural Guidelines for Implementing Credit by Demonstrated Mastery (CDM) 2017–18

Credit by Demonstrated Mastery Participants

State Board of Education (SBE) policy CCRE-001 *Course for Credit* provides 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. Note: CDM is optional for charter schools.

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"> • End-of-Course (EOC) • North Carolina Final Exam (NCFE)¹ • Career and Technical Education (CTE) Post-Assessment, or • Locally developed final exam¹ <p><i>Re-testing is not permitted.</i></p>	<p>For EOC courses, students must achieve the following scale scores: NC Math 1 \geq 264 Biology \geq 261 English II \geq 165</p> <p>For NCFE courses, students must achieve a score \geq 90 percent correct.</p> <p>For CTE courses, students must achieve a scale score of 90 to qualify for Phase II.</p> <p>For non-EOC courses, students must achieve a 90 or higher on the local exam to successfully complete Phase I.</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>Credit is indicated on transcripts as follows:</p> <p>EOC courses “CDM” NCFE courses “CDM” non-EOC courses “CDM”</p>

¹LEAs/charter schools may elect to use either NCFE online assessments or locally developed assessments for Phase I. Note: The NC Math 2 and NC Math 3 NCFEs will not be available for CDM during the July and September CDM windows for the 2017–18 school year.

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/charter schools 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:

- July 18–31, 2017
- September 11–22, 2017
- February 1–14, 2018
- July 18–31, 2018

EOC/NCFE Administrations

LEAs/charter schools must administer the EOC assessments online only. LEAs/charter schools may administer the NCFEs online or use a locally developed assessment to satisfy the requirements for Phase I. (NC Math 2 and NC Math 3 will not be available for CDM during the July and September windows for the 2017–18 school year.) Schools must not administer the paper-and-pencil EOC and NCFE assessments for CDM test administrations. Paper-and-pencil administrations of EOC assessments and NCFEs will not be scored, and the student will not have another opportunity within the same CDM window. LEAs/charter schools must adhere to the North Carolina *Testing Code of Ethics* and follow the standardized test administration procedures located in the most current publication of the *EOC Online Assessment Guide* and the *Online Test Administrators' Guide* for the North Carolina Final Exams.

EOC/NCFE Online Testing System for CDM Windows

- Appropriate school-level NC Education courses must be established for each EOC/NCFE assessment a school needs to administer.
- A user with the LEA TC/TA role in NC Education must enter a valid test window in the CDM Tab located in the Test Window Scheduler in NC Education.
- CDM NC Education courses will be created the night after the session is created.
- Students must be manually enrolled in the course by local NC Education users with the role of LEA TC/TA or School TC (refer to the *NCTest Admin Guide*).
- Student Interface Questions (SIQs) must be manually entered for students requiring accommodations during the test administration (refer to *the NCTest Admin Guide*).
- Test sessions will be automatically created for the entirety of the CDM testing window as outlined above.
- Test administrators must follow all policies and procedures located in the most current publication of the *North Carolina READY Online End-of-Course Assessment Guide* and/or the *Online Test Administrators' Guide for NC Final Exams*.

EOC/NCFE Scoring and Reporting for CDM

- EOC/NCFE online test results for CDM will be downloaded and imported into WinScan using the regular online process.
- Scoring for EOC assessments and NCFEs with constructed response items will begin September 12, 2017, for the September CDM testing window. Scored test records will be returned to LEA/charter school test coordinators (within 4–5 business days).

- CDM data will be kept separate from other EOC and NCFE administrations. Therefore, the files will have a different file name extension. The file name extension will be “C18” for all summer/fall EOC and NCFEs. The file extension “D18” will be used for spring 2018 NCFEs.
- The programmed test date will be used to identify/flag these students in the SCO file. Therefore, LEA/charter school test coordinators must not modify the default test date based on the month the test was administered.
- The LEA/charter school test coordinator must have a signed copy of the CDM Student Record on file. Using the data file editor in WinScan32, the test coordinator can enter “Y” if the student has passed Phase II or “N” if the student did not pass Phase II.
- Test coordinators must provide a copy of the final form sign-off for CDM completion to their Regional Accountability Coordinator (RAC).
- The only report that will be available is the *Class Pass/Fail Roster* located in the WinScan32 program. The roster will include every student who participated in the test administration. Test scores will not be shown for any student. The report will display a status of Met/Not Met for Phase I/Phase II for each EOC assessment and NCFE subject taken. Grade reports and goal summary reports will not be available.
- Individual reports are available for students administered EOC and NCFE assessments for CDM.

Use of EOC CDM Test Scores for Accountability

Scores for students who successfully complete both phases of the CDM process and are granted credit for an EOC course, are counted in North Carolina Department of Public Instruction (NCDPI) Accountability reporting during the same accountability year that the assessment was administered. If both phases are not completed in the current year, the scores will not be used for accountability purposes.

CTE Test Administrations

Schools must administer CTE state assessments online, when applicable and available. Refer to the current CTE Status of Curriculum and Assessment for assessment delivery methods for students participating in CDM. LEAs/charter schools must adhere to the North Carolina *Testing Code of Ethics* and follow the standardized test administration procedures located in the most current publication of the *North Carolina Career and Technical Education Policies and Procedures Handbook*.

CTE Online Testing System for CDM

- When available, students will be tested through North Carolina’s NCTest system, which will be managed by the local LEA/charter school CTE LEA IMC PPOC. Delivery methods are listed on the current CTE Status of Curriculum and Assessment, which is posted on the CTE Director and IMC Moodle sites on <https://center.ncsu.edu/nccte-moodle>.

- Appropriate school-level courses must be created for each CTE state assessment a school needs to administer for CDM. (CTE courses in pilot and/or field test status are not available for CDM.)
- A user with the LEA IMC PPOC role must enter a valid test window in the CDM Tab located in the Test Window Scheduler in NCCTE Admin.
- CDM courses will be created the night the session is created.
- Students must be manually enrolled in the course.
- Student Interface Questions (SIQs) must be manually entered for students requiring accommodations during the test administration (refer to *the NCTest Admin Guide*).
- Test sessions will be created for the entirety of the CDM testing window.
- Test administrators must follow all policies and procedures located in the most current publication of the *North Carolina Career and Technical Education Policies and Procedures Handbook for NC CTE Assessments*.
- Scores will be made available in NCCTE Admin.

CTE Scoring and Reporting for CDM

- CTE online test results will be made available to the CTE Directors and IMC PPOC through NCCTE Admin.
- CDM data will be kept separate from other CTE post-administrations, by indicating the CDM as test type (online).
- The data file will include every student who participated in the test administration. However, the IMC PPOC will print a copy (for record) of each student tested and will store the copy locally—it must not be part of the permanent record.
- For students who earn a 90 or higher (Phase I) and have successfully completed their artifact (Phase II), LEA IMC PPOC must indicate “Met” or “Not Met” in NCCTE Admin.
- LEA IMC PPOC shall coordinate with LEAs/charter schools to have “**CDM**” entered in PowerSchool by the local school administrator.

Use of CTE State Assessment Scores for State and Federal Reporting

Scores for students who successfully complete both phases of the CDM process and are granted credit for a CTE course are counted in CTE accountability measures.

Additional Information

North Carolina’s Implementation Guide for Credit by Demonstrated Mastery Wiki is located at <http://cdm.ncdpi.wikispaces.net/>. Documentation available on this website offers detailed procedures for implementing the CDM policy and answers several frequently asked questions from schools and districts interested in offering CDM for students.

If LEAs/charter schools have specific questions regarding CTE testing/scores and reports, contact Stephen Kelley at 919.807.3880. If LEAs/charter schools have specific questions, comments, or concerns regarding the CDM process, contact the Division of Advanced Learning staff, either Sneha Shah Coltrane at 919.807.3849 or Stephanie Cyrus at 919.807.3698.