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. For the 2014-15 school year, 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	Student completes a standard examination of the assessment required for the course to demonstrate foundational knowledge. Examinations shall include, where applicable • End-of-Course (EOC) • North Carolina Final Exam (NCFE)[1] • Career and Technical Education (CTE) Post-Assessment, **or** • Locally developed final exam[1] ***Re-testing is not permitted.***	For **EOC courses,** students must achieve the following scale scores: **Math I $\geq$ 264** **Biology $\geq$ 261** **English II $\geq$ 165** For **NCFE courses,** students must achieve the minimum CDM score.[2] For **CTE courses,** students must achieve a scale score of 93 to qualify for Phase II. For **non-EOC courses**, students must achieve a 94 or higher on the local exam to qualify for Phase II artifact development.
Phase II	Student completes the artifact development process and any other criteria a local school district requires to demonstrate deep understanding and application of course content.	**Credit** is indicated on transcripts as follows: **EOC courses** "CDM" **NCFE courses** "CDM" **non-EOC courses** "CDM"

[1]For 2014-15, LEAs/charter schools may elect to use NCFE online assessments or locally developed assessments for Phase I.
[2]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 February, July, and September. 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, February 16, 2015—Friday, February 27, 2015
- Monday, July 20, 2015—Friday, July 31, 2015
- Thursday, September 17, 2015—Wednesday, September 30, 2015

EOC/NCFE Administrations

Schools must only administer the EOC ONLINE test for students participating in CDM. Schools may administer the NCFEs offered through NCTest. Eight NCFEs will be available for online administration during the February CDM window. All NCFEs will be available for online administration during the July CDM window. Schools must not administer the paper-and-pencil EOCs and NCFEs for CDM test administrations. Paper-and pencil administrations of EOCs or NCFEs will not be scored, and the student will not have another opportunity within the same CDM window. LEAs 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 *Online Assessment Guide* for the EOCs/NCFEs.

EOC/NCFE Online Testing System for CDM

- Appropriate school-level NC Education courses must be established for each EOC/NCFE assessment a school needs to administer. An NC Education course creation survey will be made available for this pupose. This survey will be provided by the NCDPI and/or the regional accountability coordinator (RAC).
- Course Creation Timelines

<u>Testing Window</u> (February 16–February 27, 2015)
Open Survey: January 23
Close Survey: 5:00 pm February 6

<u>Testing Window</u> (July 20–July 31, 2015)
Open Survey: June 22
Close Survey: 5:00 pm on July 10

<u>Testing Window</u> (September 17–30, 2015)
Open Survey: August 24
Close Survey: 5:00 pm on September 4

- 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 *NC Education Student Enrollment Guide*).
- Student Interface Questions (SIQs) must be manually entered for students requiring accommodations during the test administration (refer to *the NCTest Admin Guide*).

- Test Session Windows must be established in NC Education by users with the NC Education role of LEA TC/TA
- 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 *Test Administrators' Guide for NC Final Exams* Online Assessments.

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 EOCs and NCFEs with constructed response items will begin March 2, 2015 (February CDM testing window) and August 3, 2015 (July CDM testing window). Scored test records will be returned to LEA test coordinators by March 10, 2015 and August 11, 2015.
- 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 "C15".
- The programmed test date will be used to identify/flag these students in the SCO file. Therefore, LEA test coordinators must not modify the default test date based on the month the test was administered.
- The LEA 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.
- The only report that will be available is the *Class Pass/Fail Roster* located in the WinScan program. The roster will include every student who participated in the test administration. However, test scores will only be shown for students who "Met Phase I" for each EOC and NCFE. For a student who did not meet Phase I (student received a score less than the minimum scale score or minimum CDM score), a blank status will display on the roster. LEAs will be able to print a class roster for students who have met both Phase I and II. A status of "Met CDM" will display on the roster for these students. Grade reports and goal summary reports will not be available.
- Individual reports will only be available for students administered an EOC assessment for CDM. Individual reports will not be available for NCFE.

CTE Test Administrations

Schools must administer CTE Post Assessments online, when applicable. Refer to the current CTE Status of Curriculum and Assessment for assessment delivery methods for students participating in CDM. LEAs 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 *CTE Statewide Assessment Administration Manual* for the CTE Post Assessments.

CTE Online Testing System for CDM
- Class sections will be created in Thinkgate by the local LEA CTE instructional management coordinator. Directions will be posted to the CTE sftp site. (Future plans are to have students enrolled in PowerSchool.)
- Local LEA CTE instructional management coordinators manage the process and coordination of CTE Post Assessments.
- When available, students will be tested through CTE's Thinkgate software, which will be managed by the local LEA CTE instructional management coordinator (delivery methods are listed on the current CTE Status of Curriculum and Assessment (posted on the CTE director and instructional management Moodle site).
- Test administrators must follow all policies and procedures located in the most current publication of the *CTE Statewide Assessment Administration Manual*.

CTE Scoring and Reporting for CDM
- CTE online test results will be instantly scored and immediately available to necessary users (available to local school administrators and instructional management coordinators).
- CDM data will be kept separate from other CTE post-administrations. Therefore, the files will have a modified course number/file name and/or test type (to be determined).
- The dashboard roster will include every student who participated in the test administration. However, the instructional management coordinator 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. The instructional management coordinator must remove (reset) students who score below a 93 from the Thinkgate system.
- For students who earn a 93 or higher (Phase I) and have successfully completed their artifact (Phase II), LEAs will have "**CDM**" entered in PowerSchool by the local school administrator.

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 NCDPI Accountability reporting during the same accountability year that the assessment was administered. The score will also be used as a banked score in future accountability measures for state and federal reporting. State reporting uses banked scores for EOC Math I and Biology assessments administered to middle school students when they move to a school that begins with grade 9. Federal reporting uses banked scores for EOC Math I and English II in 10th grade and Biology in 11th grade. Scores must be submitted through the approved process no later than the close of the accountability year. If both phases are not completed in the current year, the scores will not be used for accountability purposes. These scores will not be used to calculate growth. They will, however, be sent to EVAAS as an historical record to be used for future calculations. NCFE scores are not used in accountability calculations.

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 your LEA has specific questions, comments, or concerns regarding the CDM process, please contact the NCDPI Director of Gifted Education and Advanced Programs or the Director of LEA Projects at 919.807.3200 or CDM@dpi.nc.gov.