

Credit by Exam | Individual Request, Standard

Congratulations on being ready to take an exam. You must have your testing site approved by the UT High School **each time you request an exam** if it is not a pre-approved site with us. The proctor agreement form cannot be processed unless all required fields are complete. Exam must be taken within 60 days.

Note: This form is for all CBE's except Languages Other Than English (LOTE) . To request Credit by Exams for LOTE, please complete the form titled "Credit by Exam | Individual Request, LOTE" which provides the available LOTE exam titles on the right-side column and other options available only to these exams.

Acceptable Testing Sites and Proctors

Exam must be proctored by a counselor, registrar, school administrator, certified teacher, certified substitute teacher, campus librarian or education officer. Any other supervisor must be approved by the UT High School testing supervisor and your school.

Students may have their UT High School exams proctored at their locally attended school or at commercial testing center. Home school students may have their UT High School exams proctored at a local high school or at a college or university testing center.

Approval Process:

Upon receipt of this completed and signed Proctor Agreement Form, the UT High School will review it. If approved, the UT High School will process your exam request within three business days and then send you an email confirming that your exam information has been sent to your approved alternate testing site and proctor. If not approved, we will contact you by phone or email.

Proctor Guidelines

Before the Exam

- The proctor must verify the student's identity by personally inspecting a government or school-issued photo ID.
- Neither the proctor nor the student may copy the exam or any part of it.
- Unless specified as authorized materials on the exam cover sheet, the student must take the exam without access to any book, notes, calculators, or other materials, including paper belonging to the student.

During the Exam

- The proctor must watch the student sign the Scholastic Honesty Statement located at the beginning of the exam.
- The proctor must observe the student throughout the examination, with the student in full view.
- The proctor must ensure that the student takes the exam during the testing period only and only allows monitored breaks according to the written policy for the test.
- The proctor may provide the student with paper and pencil if needed for the exam.
- If any exam irregularities occur, then the proctor must take up the affected exam materials and notes and return them to the UT High School with a written explanation of the observed irregularity.

After the Exam

- At the end of the time allowed for the exam, the proctor must collect all examination materials and notes from the student and then complete and sign the supervisory cover sheet enclosed with the exam.
- The student is not permitted to keep a copy of the exam or to keep any notes associated with the exam.
- The proctor must return everything to the UT High School.
- The student is not permitted to mail or otherwise return the exam to the UT High School for any reason.

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Exams are nonrefundable and nontransferable. (If needed, obtain a UT EID at www.utexas.edu/eid.)

Student Information – Print or Type

		<input type="checkbox"/> Male <input type="checkbox"/> Female	
UT EID	Birth Date	Select One	
Name:			
Last	First	M.I.	
Address:			
Street		Apt. #	
City	State	ZIP	
Email:		Phone: ()	

Exam Request – EA=Exam for Acceleration and CR= Credit Recovery

Subject/Semester (Ex: English 1A or Economics.)	Exam Format (if available, select a choice)	Credit Type
	<input type="checkbox"/> Online <input type="checkbox"/> Paper	<input type="checkbox"/> EA <input type="checkbox"/> CR
	<input type="checkbox"/> Online <input type="checkbox"/> Paper	<input type="checkbox"/> EA <input type="checkbox"/> CR
	<input type="checkbox"/> Online <input type="checkbox"/> Paper	<input type="checkbox"/> EA <input type="checkbox"/> CR
	<input type="checkbox"/> Online <input type="checkbox"/> Paper	<input type="checkbox"/> EA <input type="checkbox"/> CR

Testing Site – Chose One

<input type="checkbox"/> UT DEV Testing Center: \$30 Proctoring Fee paid at location
<input type="checkbox"/> Alternate Testing Site: Proctor must complete information below
Proctor UTEID (Required):
Proctor Name & Title:
Testing Site Name:
Address:
Street
City State ZIP
Proctor Email: Phone: ()

Proctor Agreement

I agree to proctor the UT High School exam for the student named above, in accordance with the UTHS proctor guidelines.

Proctor's Signature (Required) **Date**

Payment

<input type="checkbox"/> Check/Money Order: Payable to The University of Texas at Austin.
<input type="checkbox"/> Credit Card: <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> AMEX
Cardholder Name
Account Number
Expiration Date
Authorized Signature

Costs

# of Exams _____ x \$50.00 Each ▶	\$
<input type="checkbox"/> Expedite Shipping & Handling To Domestic Site \$30.00 ▶	\$

Registration Approved By

<input type="checkbox"/> Home School (Fill in parent/guardian name & signature below)
<input type="checkbox"/> Public or Private School (Test scores will be sent to approving school.)
<input type="checkbox"/> UT High School
School Name:
Contact Name:
Address:
Street
City State ZIP
Phone: ()
<input type="checkbox"/> Email Grade Report Approval UTEID (Required): _____
Signature (Required) Date

Contact Information

Mail: UT High School P.O. Box 7700 Austin, TX 78713-7637	Physical Address: UT High School Development Office Bldg. 2901 North IH-35, Suite 2.200 Austin, Texas 78722	Email: Scan and send as an email to UTHSrequestCBE@austin.utexas.edu	Phone: (512) 232-5000 Fax: (512) 471-7853	Web: highschool.utexas.edu
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Available Credit by Exams
 Paper Exam/Paper
 Paper Exam/Online Grading
 Online Exam/Online Grading
 Credit Recovery Only

A list of Languages other than English appear on a different form.

- GRADES K-8**
- K Language Arts
 - K Math
 - K Science
 - K Social Studies
 - 1 Language Arts
 - 1 Math
 - 1 Science
 - 1 Social Studies
 - 2 Language Arts
 - 2 Math
 - 2 Science
 - 2 Social Studies
 - 3 Language Arts
 - 3 Math
 - 3 Science
 - 3 Social Studies
 - 4 Language Arts
 - 4 Math
 - 4 Science
 - 4 Social Studies
 - 5 Language Arts
 - 5 Math
 - 5 Science
 - 5 Social Studies
 - 6 Language Arts
 - 6 Math
 - 6 Science
 - 6 Social Studies
 - 7 Language Arts
 - 7 Math
 - 7 Science
 - 7 Social Studies
 - 8 Language Arts
 - 8 Math
 - 8 Science
 - 8 Social Studies

- GRADES 9-12 Career & Technology**
- Bus. Info. Mgmt. A
 - Bus. Info. Mgmt. B

- English Language Arts**
- English 1A *
 - English 1B *
 - English 2A *
 - English 2B *
 - English 3A
 - English 3B
 - English 4A
 - English 4B

- Fine Arts & Speech**
- Comm App
 - Art 1A
 - Art 1B

- Health & P.E.**
- Health 1
 - Personal Fitness 1A
 - Bowling/Cycling 1B
 - Bowling/Golf 1B
 - Bowling/RQBL 1B
 - Cycling/Golf 1B
 - Cycling/RQBL 1B
 - Golf/RQBL 1B

- Mathematics**
- Algebra 1A *
 - Algebra 1B *
 - Geometry A
 - Geometry B
 - Algebra 2A
 - Algebra 2B
 - Pre-Cal A
 - Pre-Cal B

- Science**
- IPC A
 - IPC B
 - Biology A *
 - Biology B *
 - Chemistry A
 - Chemistry B
 - Physics A
 - Physics B
 - Environmental Sys. A
 - Environmental Sys. B

- Social Studies & Economics**
- US History A *
 - US History B *
 - World Geography A
 - World Geography B
 - World History A
 - World History B
 - US Government
 - Economics