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. 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]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 July, September, and February. 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:

- Tuesday, September 1, 2015—Tuesday, September 15, 2015
- Monday, February 1, 2016—Friday, February 12, 2016
- Monday, July 18, 2016—Friday, July 29, 2016

EOC/NCFE Administrations

LEAs/charter schools must only administer the EOC assessments online. LEAs/charter schools may administer the NCFEs online or use a locally created assessment to satisfy the requirements for Phase I. 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.
- 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 *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 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 *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 August 3, 2015 for the July CDM testing window. Scored test records will be returned to LEA/charter test coordinators by August 11, 2015.
- Scoring windows for the September and February windows will be communicated when they are established with the scoring vendor.

- 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 "C16."
- The programmed test date will be used to identify/flag these students in the SCO file. Therefore, LEA/charter test coordinators must not modify the default test date based on the month the test was administered.
- The LEA/charter 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/charters 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 NCFEs.

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 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 Paper Pencil Testing for CDM

September 2015 Window

- Online will **not** be ready for CTE state assessments in the September window for CDM. All CTE state assessments must be administered in paper-pencil for September 2015.
- A list of current supported CTE courses are available on the CTE Status of Curriculum and Assessment, which is posted on the CTE Director and IMC Moodle sites on https://center.ncsu.edu/nccte-moodle.
- The Instructional Management Coordinator Primary Point of Contact (IMC PPOC) will order, through the NCCTE Admin web application (https://center.ncsu.edu/nccte), CTE answer documents from the Technical Outreach for Public Schools (TOPS). TOPS will include shipping materials and shipping labels.
- The LEA IMC PPOC must provide a printed copy of the state CTE post-assessment, which is available on FILR (CTE's Secure File Transfer site). The IMC PPOC will precode the CTE answer documents using the "File Upload" method (file upload from template) in NCCTE Admin.

- The local LEA/charter CTE IMC PPOC will manage the process and coordination of all CTE state assessments.
- The IMC PPOC will ship CTE answer documents back to the Technical Outreach for Public Schools (TOPS).
- TOPS will score LEA/charter CTE answer documents and make the results available through the Reports section of NCCTE Admin.
- 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*.

CTE Online Testing System for CDM
February and July 2016 Windows:
- When available, students will be tested through North Carolina's NCTest system, which will be managed by the local LEA/charter 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) and "CDM" on each CTE answer documents (paper-pencil).
- 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 93 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/charters 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 all CTE accountability measures.

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/charter has specific questions regarding CTE testing/scores and reports, please contact Stephen Kelley at 919.807.3880. If your LEA/charter has specific questions, comments, or concerns regarding the CDM process, please contact the NCDPI Director of Gifted Education and Advanced Programs at 919.807.3200 or CDM@dpi.nc.gov.