

## Proficiency Exam Application

Student name \_\_\_\_\_  
FIRST MIDDLE LAST

Date of Initial Contact with Guidance Counselor \_\_\_\_\_

STPSB School \_\_\_\_\_

Parent name \_\_\_\_\_  
FIRST LAST

Contact Number \_\_\_\_\_

Have you ever been enrolled in a St. Tammany Parish School?  YES  NO

If yes, which school? \_\_\_\_\_

Course Provider:  Parent  Vendor  
 Program  Private school

Name of course provider \_\_\_\_\_

Duration of home study/non-accredited private school enrollment:

Start date \_\_\_\_\_ End date \_\_\_\_\_

Program/Course verification:  Report card  Progress report  
 Syllabus  None

**Step 1:** Attach the following documents:

- Home study students should attach one copy of the official Home Study approval letter received from the state **AND** one copy of the homeschool transcript
- Non-accredited private school students should attach one copy of the transcript from the non-accredited private school.

**Counselor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Step 2:** The **guidance counselor** must verify any standardized testing requirements with Karen Kety. The counselor will mark this application form indicating whether or not the student must complete a standardized test. **If the student is required to test with Karen Kety, this must be completed first and signed off by the guidance counselor before any further steps can be taken.**

- The student does NOT need to complete state standardized testing requirements, per Karen Kety.
- The student has completed and passed all state testing requirements, per Karen Kety.

**Counselor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## Copies of all work samples from Step 3 and the Proficiency Exam Application must be turned in on the day of the test!!!!

**Step 5:** Students must take a constructed response exam (as scheduled in Step 4) to demonstrate proficiency in content area reading and writing. The exam will be scored on the following rubric:

3	Excellent	Student correctly responds to all three questions.
2	Good	Student correctly responds to two of the three questions.
1	Fair	Student correctly responds to one of the three questions.
0	Needs Improvement	Student does not respond correctly to any questions.

**Step 6:** Students must take a multiple choice exam (as scheduled in Step 4) to reflect knowledge of course content. The exam will be scored on the following rubric:

3	Student scores at least 90% on the exam.
2	Student scores between 80% and 89% on the exam.
1	Student scores between 67% and 79% on the exam.
0	Student scores below 67% on the exam.

**Step 7:** The proficiency exam office will report scores to the guidance counselor, who will then contact the student and parent and amend the transcript with any credit awarded.

Office Use Only						
Course Name	Date	WS	CR	MC	Total	P/F
English I						
English II						
English III						
Algebra I						
Algebra II						
Geometry						
Financial Math						
Adv. Math: Pre-Calc.						
World Geography						
Civics						
World History						
U.S. History						
Physical Science						
Biology						
Chemistry						
Physics						
Spanish I						
Spanish II						
French I						
French II						
IBCA						

**Proficiency Office Signature** \_\_\_\_\_