

## Proficiency Exam Guidelines

Students who wish to enter a St. Tammany Parish Public School from a home study or non-accredited private school must complete several steps in order to obtain Carnegie unit credit for the course.

Proficiency exams are available for the following subjects:

English I	English II	English III
Algebra I	Geometry	Algebra II
Financial Math	Advanced Math: Pre-Calculus	World Geography
Civics	World History	U.S. History
Physical Science	Biology	Chemistry
Physics	Spanish I	Spanish II
French I	French II	IBCA

One Carnegie unit credit awarded will be added to the student's transcript as a "P" indicating they passed the proficiency exam(s). Letter grades will not be awarded. Please speak to your school's guidance counselor about the implications of receiving a "P", rather than a letter grade.

In order to be awarded credit, students must complete the following steps. Each step is worth a total of three (3) points, for a total of nine (9) points. A student must score at least six points out of nine (6/9) in order to be awarded credit for the course.

Step 1: The student and parent must complete the top of the application form and attach the following documents, as applicable:

- One copy of the official home study approval letter received from the state
- One copy of the home study transcript
- One copy of the transcript from the non-accredited private school.

Step 2: The guidance counselor must verify any standardized testing requirements with Karen Kety. The counselor will mark the 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.

Step 3: Students must provide work samples from each course in which a proficiency exam is requested. Work samples can include, but are not limited to, writing samples, assessments, worksheets, products, graded assignments, etc. The guidance counselor will verify that acceptable work samples were provided, and then all work samples must be turned in, along with the application, to the proficiency exam administrators on the first day of testing. All work samples will be scored on the following rubric:

3	All three samples reflect alignment with course content.
2	Two of the three samples reflect alignment with the course content.
1	One of the three samples reflects alignment with the course content.
0	No samples provided.

Step 4: The guidance counselor will contact the proficiency exam office to schedule the date, time, and location of the exam(s).

Step 5: Students must take a constructed response exam 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 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.